

SEEND PARISH COUNCIL PRIVACY NOTICE

When you contact Seend Parish Council, the information you provide (personal information such as name, address, email address, telephone number) will be processed and stored so that it is possible for us to contact you, and respond to your enquiry. If the correspondence has been addressed to the Clerk, then it may need to be shown to the Parish Councillors, for them to discuss and provide an answer that the Clerk can give. Your personal information will never be given to a third party outside of the Parish Council.

Your Personal Data – what is it.

Personal data is any information about a living individual which allows them to be identified from that data. Seend Parish Council will not process any data that you have not knowingly provided to us.

Information Security

Seend Parish Council takes the greatest care to ensure the security of your personal data. We make sure your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. We maintain good IT security. All Seend Parish Councillors, as well as the Clerk, have a council email address which is password protected. This ensures that correspondence is sent only to the council email address and not to their personal email address.

Information Audit: Seend Parish Council has carried out an information audit, with the aim of ensuring that any personal information we hold on parishioners is accurate, up to date, and that there is still a need for its retention. Where it is deemed no longer required, it has been deleted or responsibly destroyed if it is hard copy form. The Clerk and Councillors will carry out these information audits on a regular basis.

Retention of Personal Data

The information you provide will only be kept for as long as is necessary, to resolve the matter you have raised. After that time, it will be securely deleted. The information you provide will only be used for the purpose it was collected for.

What Information does Seend Parish Council hold

Electoral Roll: The Clerk holds an electronic copy of the Electoral Roll. This is kept solely by the Clerk, and is not shown to any third party, and not even to the Parish Councillors. Old copies of the Electoral Roll are always responsibly destroyed.

Allotment Holders – The Clerk holds a list of all current allotment holders. This contains the name, email and postal address of the tenants. It is used to maintain the contract

between tenant and the Parish Council and to issue the invoice for the yearly rent. It is never given to a third party.

The Parish Council holds no other databases.

Correspondence from Parishioners in email or hard copy format

Only a small percentage of the correspondence received by the Parish Council is from parishioners. The content is usually about an issue that is affecting the parishioner or the whole parish, ie a highway or planning issue, or a problem that needs reporting through the MyWiltshire reporting system, or it may be a comment on a particular Council policy. This correspondence will be answered and resolved to the best of the Council's ability as quickly as possible. Once dealt with, the correspondence can be deleted.

There may be times, when it might be necessary to keep the correspondence on file for a longer period of time, ie, if the Council is collecting a weight of evidence about a particular problem or an ongoing issue that may need to be referred to at a later date. This archiving of data will be carried out with the utmost security.

Minutes – When the minutes are drafted, it is always our policy to not name parishioners, unless we have their express consent to do so.

Website: Our website is purely an information site. It does not collect data through cookies, google analytics or by any other means. There is a contact point from which parishioners can send an email to the Clerk.

Summary:

In accordance with the appropriate regulations, we only collect a limited amount of information about individuals, sufficient to be necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass on our data to third parties, and we do not use data for purposes other than which it was intended. We ensure data is stored securely. We delete all data deemed to be no longer necessary. We will continually review our Privacy Policies to ensure it is current and suitable for ensuring the protection of our data.

Please also see our Data Protection Policy, also on the website:

www.seendparishcouncil.co.uk

Complaints:

Should you have any complaint regarding the way your personal data has been processed, you should in the first instance contact our Data Protection Officer: Sue Bond, clerk@seendparishcouncil.co.uk and subsequently the Information Commissioner's Office casework@ico.org . Tel: 0303 1231113.