Little Witley Parish Council

DATA PROTECTION POLICY

Your personal data – what is it?

"Personal data" relates to any information about a living individual which allows them to be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Council's possession or likely to come into such possession.

The processing of personal data is governed by [the General Data Protection Regulation 2016/679 (the "GDPR")1]. Little Witley Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

The Parish Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data to send invoices for services provided.

Your personal data will be treated as strictly confidential and will not be shared with anyone other than staff and members of Little Witley Parish Council. We will not share your data with third parties.
We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes outlined above.

Your rights and your personal data:

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to request a copy of your personal data which the Parish Council holds about you.
- The right to request that the Parish Council corrects and updates any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for the Parish Council to retain such data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- *The right to request that we transfer some of your data to another data controller. We will comply with your request where it is feasible to do so.*

- The right to lodge a complaint with the Information Commissioners Office *on 0303 123 1113.*

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to Little Witley Parish Council holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent): -

Name ……..……..

Address ……..…… ……

Telephone ……

Email address ……. ……

Where you do not grant consent we will not be able to use your personal data to provide you with services except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting clerk@littlewitley.org.uk

Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.



…… …….. SIGNED

……13/11/26…… .DATED

Review Date: May 2027