

Yarnfield and Cold Meece
Parish Council

Data Protection
Privacy notice

PREFACE

Document title	Privacy Notice		
Author	Parish Clerk		
Status	Approved		
Effective from	30/05/22		
		Date	Resolution
Approved on	First Approved	30 May 22	22-228
	Second Review Approved		
	Third Review Approved		
Next review date	May 2024		
Purpose			
First approval: to put in place commitments by the Council to adopt procedures that ensure compliance with UK GDPR rules.			

Privacy Notice

1 When you contact us

- 1.1 The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

2 The Councils Right to Process Information

- 2.1 UK General Data Protection Regulations: Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject or
 - Processing is necessary for compliance with a legal obligation or
 - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

3 Information Security

- 3.1 Yarnfield and Cold Meece Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.
- 3.2 We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Yarnfield and Cold Meece Parish Council at any time).

4 Children

- 4.1 We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

5 Access to Information

- 5.1 You have the right to request access to the information we have on you.

6 Information Correction

- 6.1 If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Parish Clerk

7 Information Deletion

- 7.1 If you wish Yarnfield and Cold Meece Parish Council to delete the information about you please contact the Parish Clerk.

8 Right to Object

- 8.1 If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Clerk.

9 Rights Related to Automated Decision Making and Profiling

- 9.1 Yarnfield and Cold Meece Parish Council does not use any form of automated decision making or the profiling of individual personal data.

10 Conclusion

- 10.1 In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling or sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

11 Complaints

- 11.1 If you wish to complain about how your personal information has been handled by Yarnfield and Cold Meece Parish Council then please contact the parish clerk in the first instance:

Council Address: %5 De Havilland Drive,
Yarnfield, ST15 0SX

Email Address: ycmclerk@gmail.com

Telephone numbers: 07546 456771

- 11.2 Finally, you can complain to the Information Commissioner's Office at:
The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
Tel: 0303 123 1113
Website - ico.org.uk

Yarnfield and Cold Meece Parish Council
Data protection consent form to hold contact
information

I agree that I have read and understand Yarnfield and Cold Meece Parish Council Privacy Notice

I agree by signing below that Yarnfield and Cold Meece Parish Council may process my personal information for providing information and corresponding with me.

I agree that Yarnfield and Cold Meece Parish Council can use pictures and my name when publishing volunteer work actioned by myself on its website and in social media/news articles.

I agree that Yarnfield and Cold Meece Parish Council can keep my personal data for the length of my volunteering position or until I request its removal.

I understand that I have the right to request modification on the information that you keep on record.

I understand that I have the right to withdraw my consent and request that my details are removed from your database.

Signed: _____

Date: _____

12 Subject Access Request Form (Process)

Process to Action				
Name of requester (Method of communication) <ul style="list-style-type: none"> • Email Address • Phone number • Postal Address 				
Date Subject Access Request made				
Is the request made under the Data Protection Legislation		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
Date Subject Access Request action to be completed by (One month after receipt time limit)				
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
Extension date advised to the Subject Requester and method of contact				
<ul style="list-style-type: none"> • Identification must be proven from the below list: Current UK/EEA Passport • UK Photo card Driving Licence (Full or Provisional) • EEA National Identity Card • Full UK Paper Driving Licence • State Benefits Entitlement Document • State Pension Entitlement Document • HMRC Tax Credit Document • Local Authority Benefit Document • State/Local Authority Educational Grant Document • HMRC Tax Notification Document • Disabled Driver's Pass • Financial Statement issued by bank, building society or credit card company • Utility bill for supply of gas, electric, water or telephone landline • A recent Mortgage Statement • A recent council Tax Bill/Demand or Statement • Tenancy Agreement • Building Society Passbook which shows a transaction in the last 3 months and their address 				

Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		
Complaint Process		
(Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)		
Completion date of request		
Date complaint received by requested and details of the complaint		
Date complaint completed and outcome		