

Privacy Policy

Signed _____ Dated 14th July 2020

Our website is operated by **Newbiggin Parish Council** which is responsible for the processing of your personal data and is the data controller for all such information. We regard your privacy as very important. Any personal information you provide to us through this website and/or direct contact via e-mail, letter or telephone call will be dealt with in accordance with this Privacy Policy and the Terms of Use. This Privacy Policy describes the information we may collect from you and the purpose for our collection of it.

1. General Data Protection Regulations

As data controller and when handling any personal information, we take all necessary steps to comply with the Data Protection Act 1998 (as modified by the General Data Protection Regulations 2016) and relevant subordinate legislation. When you supply any personal information to us we will meet our legal obligations to you in the way that we deal with that information. In accordance with the Data Protection Principles we are required to collect personal information fairly and to let you know how we will use it (see section 2 below) and whether we will pass the information onto anyone else (see section 3 below). We will comply with the Principles by ensuring that:

- all personal information supplied to us is held securely
- information will be held only as long as necessary for our services
- we use up to date industry procedures to keep personal data as safe and secure as possible against loss, unauthorised disclosure or access (see section 5 below).

2. What personal information do we collect and why do we collect it? We may collect the following types of information:

- Contact information and other personal information

Only the information in Personal Data which falls within the provisions of the Data Protection legislation. We may come to hold your Personal Data (such as name, email address and other contact information) when you contact us to make comments, submit a problem or request information from us, or register to receive e-news posts from us and provide your name or return contact information.

3. To whom will we supply your personal data?

We do not disclose personally identifying information except in very specific instances.

It is not our policy to release (sell, trade, provide or rent) your information to other parties

The Council will regard it as normal processing to share communications internally between staff and current Council members to ensure that any issue raised is properly dealt with.

Specific personal information may be released where we are required to do so e.g., court order or for any of the Council's statutory purposes.

3.1 Is my personal information sent abroad?

Countries in the European Economic Area (EEA, which includes the UK at time of writing) are required to have a similar standard of protection of personal data. Lower standards often apply outside that area. The Parish Council does not propose releasing such material outside the EEA. In addition, before releasing any data to a third party under the constraints above, guarantees will be elicited that processing of this personal information will continue to be restricted to the EEA, and we will take all reasonable steps to ensure that data is held with adequate security.

4. Security

We take care to ensure the security of the Newbiggin Parish Council website and your personal information. We have put in place appropriate technical and organisational measures to ensure the safety and security of the information we collect on line. Any third party processing such information on the Council's behalf is contractually obliged to put in place similar measures. However, you should consider any communication that you transmit to us (such as data, questions, answers, comments or suggestions) as non-confidential. The Council will not be liable if information that belongs to you is intercepted and used by an unintended recipient.

5. Changes to this Privacy Policy

We may edit or amend this Privacy Policy from time to time. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent notice on the Home page of the website.

6. Access to personal information and contacting us

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

If you wish to find out what information we hold about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence. You will receive a response to your request within 20 days

If you wish to make such request, or have any questions about this Privacy Policy, please contact us in writing via: The Parish Clerk, Newbiggin Parish Council, Holly House, Newbiggin, Appleby, Cumbria CA10 5GH

EEmail: clerk@newbigginparishcouncil.co.uk

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns