

## **Skenfrith Community Council Privacy Notice – Data Protection Policy**

Skenfrith Community Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. The Council operates in accordance with the Data Protection Act 1998 in respect of any personal information you give it. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

### **What do the Council mean by personal information?**

- The Data Protection Act covers any data which concerns a living and identifiable individual and includes such things as name, address, age or telephone number.
- What is my personal information used for?
- The clerk holds details of the Electoral Register for the Community.
- The clerk holds details of regular contacts for local groups and contractors.
- Information is held in relation to planning applications and any comments thereon.
- Information is held when volunteered to the Community Council in relation to a query or complaint.

### **How does the Council store my personal details?**

- The Council only stores your personal information when volunteered to it by you or when it forms part of public record within the Council's Minutes.
- The information is held and managed by the Community Council Clerk.
- You have the right to have any personal information amended at any time.

### **Who can view my personal information?**

- It may be necessary for the Council to view certain personal data when considering planning applications and queries.
- Your personal information will NOT be disclosed to third parties unless required by law or your prior written consent is sought.

### **Records Management**

- The Council records are kept at the clerk's working location which is his home. The council's archived records are kept in a private room at this address.
- Electronic data is held on a password-protected laptop.
- Data is deleted when no longer required.
- All disposed paper data is shredded or burned prior to disposal.

## **How will the Council contact me?**

- The Council may use your personal information to contact you.
- Your personal information will NOT be sold or disclosed to any third parties unless required by law or with your written consent.

## **How to get a copy of your information?**

- The Council will try to be as open as it can in terms of giving you access to your information. You can find out if the Council holds any personal information about you by making a 'subject access request' under the Data Protection Act 1998.
- A person about whom information is held is entitled to be informed by Skenfrith Community Council whether any information is held on him / her and to: a description of the data; and a copy of the information in an intelligible form.
- A person is also entitled to request and receive information pertaining to: the purposes for which the data is being held; the recipients or classes of recipients to whom it may be disclosed; and the source of the data.
- If the data has been processed by a computer in order to arrive at a decision and the outcome of such processing significantly affects the person concerned, they are entitled to be informed of the logic behind the decision – making process.
- Where the processing of personal data causes unwarranted and substantial damage or distress, the person is entitled to send a notice to Skenfrith Community Council requiring such processing to cease.
- Skenfrith Community Council must, within 21 days, send the individual a written notice stating that the request has been complied with or the reasons why the request is unjustified. Inadequate compliance with a notice may be remedied by court order.
- A person also has the right to have incorrect information corrected, blocked from processing or erased.

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