

Ashford Parish Council Privacy Policy

Issue number: 02

21st January 2021

Website details: <https://www.ashfordparishnorthdevon.com/>

Our contact details:

Name: APC Clerk, Mrs Katherine Cole

Address: C/O Densham Farm, Ashreigney, Chulmleigh, Devon. EX18 7NF.

Phone Number: Answerphone- 01769 520273 Mob. 07817230815

E-mail: APCclerk@mail.com

The type of personal information we collect

We currently collect and process the following information:

- Residents' names, addresses and email addresses.
- Questions, comments and suggestions volunteered by residents and relating to Ashford Parish Council business.
- Complaints.
- Opinions on community issues and possible village improvements.
- Correspondence relating to APC business.
- Sound recordings of Parish Council meetings

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- To carry out the business of the Ashford Parish Council, including
- Responses to questions or complaints from residents.
- Consultations and/or surveys which require opinions from residents.
- To aid the accuracy of meeting minutes.

We use the information that you have given us in order to:

Carry out necessary duties required by Ashford Parish Council.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:



We need it to perform a 'public task'.

Date: 30th Sept 2020

How we store your personal information

Contact information and sound recordings of APC meetings are securely stored on the parish clerk's personal computer. Any collected information may also, when appropriate for specific purposes, be shared amongst and stored by parish councillors.

We keep information for the time periods below:

- Names, home and email addresses – Until the person moves from the parish or requests deletion from the data-base.
- Recordings of meetings – Until written minutes of the recorded meeting are formally approved.
- Questions, comments and suggestions from residents – For a period not exceeding 4 weeks after a response is given.
- Complaints – for a period not exceeding 4 weeks after a response is given.
- Opinions on community issues – For a period not exceeding 4 weeks following publication of the survey results.

Following the above periods, the subject data will be permanently deleted from APC records.

Your data protection rights

Under data protection law your rights vary depending upon the legal basis for the collection of the data. Your rights include:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at APCclerk@mail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Name: APC Clerk, Mrs Katherine Cole

Address: C/O Densham Farm, Ashreigney, Chulmleigh, Devon. EX18 7NF.

Phone Number: Answerphone- 01769 520273 Mob. 07817230815

E-mail: APCclerk@mail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>