



BINEGAR PARISH COUNCIL

Privacy policy

Who we are and how you can contact us

We are seven elected, unpaid councillors and a Parish Clerk who works 5 hours a week for us.

You can contact us:

- In writing to the Parish Clerk, Portway House, Turner's Court Lane, Binegar BA3 4UA
- Email binegarpc@hotmail.co.uk
- Councillors' phone numbers are on our website's home page

Personal data we collect about you

When we say "personal data", we mean any information that could identify you.

We collect personal data you provide to us. You may give us such information when you contact us by phone, e-mail or otherwise or if you pay for any cemetery rights. What you provide may include your name, address, e-mail address and phone number.

We do not collect any *sensitive personal data*, for example, ethnicity, health status or religion

What we use your personal data for

- To contact you occasionally by e-mail to tell you about things we think are important
- To ask you for views, opinions or comments
- To meet our legal duties, for example, to keep cemetery records

When we need your consent to use your personal data

We want you to be aware of how we use your personal data. This does not necessarily mean that we have to ask for your consent before we can use it. Day-to-day, we may use your personal data without asking for your consent because:

- We are carrying out a service obligation to you, for example, cemetery rights
- We need to use your personal data for our own legitimate purposes (such as improving our services) and doing so will not interfere with your privacy rights

We ask for consent only for our mailing list.

Your rights to know what personal data we hold and to control how we use it

You have a right to know what personal data we hold about you. You can ask us at any time.

You also have rights to:

- Withdraw your consent to your personal data being used by us to contact you
- Correct, block or erase inaccurate personal data
- Restrict our use of your personal data
- Require that we delete your personal data

The Information Commissioner's website at www.ico.org.uk sets out your rights and explains how to use them.



When we will share your personal data with others

We will only share your personal data if required by law. Our *Personal Data Log* shows what data we collect. It lists the personal data shared with other organisations.

How we keep your personal data safe

We take care to ensure that we keep your personal data secure. Measures include:

- Maintaining up-to-date firewalls and anti-virus software to minimise the risk of unauthorised access to our systems
- Keeping paper records to a minimum and storing them in secure locations
- Ensuring our Parish Clerk receives data security awareness training
- Not transferring any of your personal data to other countries

How long we keep your personal data

We only keep your personal data for as long as we actually need it. The law requires we keep some records permanently, for example, cemetery records.

Our list *How long we keep records* sets out how long we keep data.

How you can make a complaint

If you are unhappy with the way we have used your personal data, please contact us to discuss this.

You are also entitled to make a complaint to the *Information Commissioner's Office*, which you can do by visiting www.ico.org.uk. Whilst you are not required to do so, we ask you to contact us first to discuss any concerns and to give us an opportunity to address these before you contact the Information Commissioner.

How we keep this policy up-to-date

We will review and update this policy from time to time. This may be due to a change in the services we offer or it may reflect a change in the law.

We will update our *Personal Data Log* if we start to collect new data.

The easiest way to check for updates is by looking for the latest version of this policy and you will find it on our website.

Adopted <date>