

## **PAPPLEWICK PARISH COUNCIL**

### **PRIVACY NOTICE**

Papplewick Parish Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the 1998 Data Protection Act in respect of any personal information you give us. We are registered with the Information Commissioners Office (ICO), our reference number is ZA298756. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

#### **What do we mean by personal information?**

The Data Protection Act covers any data which concerns a living and identifiable individual and includes such things as name, age, postal address, email address or telephone number.

#### **What is my personal information used for?**

The Clerk holds contact details of Papplewick Parish residents for communicating news and events. The Clerk also holds details relating to things such as planning applications and any comments thereon, as well as electronic communications.

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

It may be necessary for the Council to view certain personal data such as addresses when considering planning applications and other such matters. All the details held are of public record with Gedling Borough Council Planning Department.

Your personal information will not be disclosed to third parties unless required by law or your prior written consent.

#### **How do you store my personal details?**

We only store your personal information when volunteered to us by you or when they form part of public record within the Council's Minutes.

The information is held and managed by the Clerk.

You have the right to have any personal information amended or removed at any time by contacting the Clerk at [clerk@papplewick.org](mailto:clerk@papplewick.org)

## **Records Management**

The Parish Council records, both paper and digital format, are kept at the Clerk's working location. All disposed data is shredded prior to disposal.

The data held by the Clerk is held on a password protected Laptop which is kept in a secure place. A back up of the data is performed on a weekly basis to an external hard drive which is stored securely.

## **How will you contact me?**

On occasion, we may use your personal information to contact you at the postal address or email address you have provided us with.

Your personal information will not be sold or disclosed to any third parties unless required by law or with your written consent.

## **Emails**

Emails and any attachments are confidential and may contain personal views which are not the views of Papplewick Parish Council unless specifically stated.

If you have received an email in error, please delete it from your system, do not use, copy or disclose the information in any way nor act in reliance on it and notify the sender immediately.

Please note the contents of emails sent or received may have to be disclosed if a relevant request is made under current legislation, such as, the Data Protection Act 1998 and the Freedom of Information Act 2000.

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

You can find out if we hold any personal information about you by requesting the data under the Freedom of Information Act.