

# Singleton & Charlton Parish Council

## Privacy Policy

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This policy was adopted by Singleton & Charlton Parish Council (S&CPC) at its full council meeting on **15<sup>th</sup> November 2023**.

Singleton and Charlton Parish Council is the operator of the website [www.singletonparishcouncil.co.uk](http://www.singletonparishcouncil.co.uk) and is responsible for the processing of any of your personal data which we may receive or hold, whether you have provided it through this website or by contact with us through other media. All such information will be dealt with in accordance with this Privacy Policy.

### **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 amended by the General Data Protection Regulations 2016) which comes into force on 25 May 2018 and all relevant subordinate legislation. Where you have supplied any personal information through contact with us for any reason, we will meet our legal obligations to you in the way in which we treat such information. This includes using such information fairly and lawfully and letting you know for what purpose such information will be used and whether the information will be shared with anyone else.

Singleton and Charlton Parish Council's obligations are to ensure that:

- any personal information supplied to us or held by us is kept secure
- personal information is held only for as long as necessary for the purpose for which it was supplied
- that we have kept and used all personal information only for the purpose for which it was given and will prevent unauthorised disclosure.

### **2. Storing and Accessing Data**

Singleton and Charlton Parish Council may from time to time hold personal information but we recognise that it is our responsibility to ensure that we are transparent about how such information is used and to ensure that it is not available for public access.

Individuals have the right to access any personal information that is held about them and if an individual so requests, copies of information held by the Council will be supplied together with an explanation as to why it is held and who has seen it.

The type of information held by us could include the following:

- Contact details and other personal information
- Information from the website or e-mail correspondence with parishioners and other members of the public
- Information collected from the Council website
- Information relating to suppliers of goods and services procured by the Council.

We may receive Personal Data (such as name, e-mail address and contact details) which falls within the provisions of the Data Protection legislation as a result of you contacting us to make comments, submit a problem or request information from us.

### **3. Disclosure of Personal Information**

Councillors may need access to personal information to help carry out their duties. The Parish Clerk will always be aware of such disclosure and the information may be shared among current Council members during a Council meeting if, for example, the meeting needs to discuss a local problem such as an overgrown pathway or fallen tree blocking a footpath. All Councillors are aware that when complaints or queries are made, the personal information imparted must remain confidential

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unless the subject gives permission otherwise. The information may also be shared, if necessary, with other branches of local or central government and regulatory authorities.

The Council will not use personal information for marketing purposes and it will not be released to third parties for marketing purposes

#### **4. Security**

We have put in place appropriate technical and organisational methods to protect your personal information. However, you should consider carefully before transmitting any data to us the consequences of any leakage of information if it were to be disclosed to an unintended recipient for which the Council would not be liable.

#### **5. 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 to whom it has or could be disclosed
- let you have a copy of the information

If you wish to make such request or have any questions about this Privacy Policy, please contact us in writing to:

The Parish Clerk, Singleton and Charlton Parish Council

E-mail: [singletonparishcouncil1@gmail.com](mailto:singletonparishcouncil1@gmail.com)

If you believe that we have failed to meet the standard of our policy, or require more information regarding your rights, you can do this by consulting the Information Commissioner's Office (ICO) website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)