

Shafton Parish Council Privacy Notice

Correspondence address: Shafton Parish Council, The Clerk David C Gill, 2 North Field, Silkstone, Barnsley, S75 4NQ. Mobile 07549 172268
Email shaftonparishcouncil@hotmail.co.uk

Shafton Parish Council collects your personal information in order to provide our services to you. This includes the details about yourself that you provide over the telephone, on forms, by email, in letters, in person and online.

The Council is required by law to seek, record and manage consent to process personal and / or sensitive information where there is not another legal basis to do so.

Personal information means any data from which you can be identified, for example:

- your name
- your address
- your email address
- your telephone numbers
- your date of birth
- your ethnic background and information about religious belief or none
- any other information that may be used to identify you

We'll only collect information that is necessary or is required by the General Data Protection Regulations (GDPR). The legal basis for processing this information is in compliance with article 6 of the GDPR.

1. 6(1) (a) – Consent of the data subject. **Consent:** the individual has given clear consent for you to process their personal data for a specific purposes (i.e. payment of wages and allotment contracts)
2. 6(1) (b) – Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract. **Contract:** the processing is necessary for a contract you have with the individual, or because they asked you to take specific steps before entering into a contract.

We recognize that the information you provide may be sensitive and we will respect your privacy.

You may choose not to provide us with personal information, although some of our services may not be available as a result.

We'll always try to make sure that the information we record about you is correct. Please tell us if your circumstances have changed. You can also ask us to correct your personal information if it's inaccurate for any other reason.

If you would like to see or correct any of your personal information please contact us:

- by email at shaftonparishcouncil@hotmail.co.uk
- in writing to The Clerk of Shafton Parish Council, David C Gill, 2 North Field, Silkstone, Barnsley, S75 4NQ

General Data Protection Regulation (GDPR)

We collect and process information in accordance with The General Data Protection Act. The Act informs you of your rights about your personal information and our responsibilities in keeping it safe and processing it correctly and proportionately.

Read more about data protection on the website of the Information Commissioner's Office. ico.org.uk

Keeping your personal information

Your personal information is stored securely on one laptop and is only accessible by one person (the clerk).

Our security measures include preventing unauthorized access or misuse of your information as well as protecting it from accidental loss, destruction or damage.

When your personal information is no longer required we dispose of it securely. Please be aware that whilst we do everything we can to protect your privacy, we cannot guarantee the security of any information whilst it is being sent between us and you, for example, in the post or to your personal email address.

Sharing your personal information

We will use the information you give us when we contact you about services.

We will not disclose your information to anyone else, or without your permission, unless there are exceptional circumstances. This might be where there is a risk to your health and safety or that of others, or if we are required to share information by law.

Your personal details will not be made available for commercial use.

Your rights

You can:

- ask for [a copy of the information](#) we hold about you and ask us to correct any mistakes
- find out about any agreement we have with other organisations for [sharing information](#)

- request us to stop using your personal information if it causes damage or distress
- you have a right to erasure
- learn about the circumstances when we can pass on your personal information without telling you, for example to prevent and detect crime or to produce anonymised statistics
- see our instructions to our employees and contractors on how to collect, use and delete your personal information
- check our procedures for ensuring that the information we hold is accurate and up to date.
- have the right to object; and the right to object to automated decision making including profiling.

Make a complaint

If you want to complain about any issues relating to your personal information, or about The Parish Council. You can contact the clerk by email at shaftonparishcouncil@hotmail.co.uk or in writing to: - the Clerk of Shafton Parish Council, David C Gill, 2 North Field, Silkstone, Barnsley, S75 4NQ. The clerk will take complaints forward to a full parish meeting within one month of receipt. If you are a council employee, and your complaint is in relation to your employment, please contact the clerk.

For independent advice about data protection, privacy and data-sharing issues, you can contact the [Information Commissioner's Office](#) by:

- Writing to Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone **08456 306060** or **01625 54 57 45** fax **01625 524510**.