

## **COULSTON PARISH COUNCIL PRIVACY NOTICE & PROTECTION OF PERSONAL INFORMATION**

Winterbourne 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. Our registration number with the Information Commissioner's office is **ZA361792** and may be viewed at Information Commissioner's Office website. 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, address, age or telephone number.

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

The Clerk holds details of the Electoral Register for the Parish and details relating to things such 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 however 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 Council Clerk. You have the right to have any personal information amended at any time.

### **Records Management**

The Council records, both paper and digital format, are kept at the Clerk's working location which is normally their home. All disposed data is shredded prior to disposal. The data held by the Clerk is held on a password-protected computer.

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

On occasion we will use your personal information to contact you at the 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.

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

We will try to be as open as we can in terms of giving you access to your information. You can find out if we hold any personal information about you by requesting the data under the Freedom of Information Act 2000.