



## PITSTONE PARISH COUNCIL

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## Privacy Notice – Members, Employees & Volunteers

### Council Members

When you sign your acceptance of office and take your seat on Pitstone Parish Council, the information you provide (personal information such as name, address, email address, phone number, register of interests, bank details (if you submit an expense claim) and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence, refund expenses and retain information relating to your time in office with the Council. (The Council provide a dedicated email address for conducting Parish Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement, with bodies to fulfil our functions (eg our banking provider), or with your consent.

### Employees & Volunteers

When you sign your contract or accept a voluntary role with the Parish Council, the information you provide (personal information such as name, address, email address, phone number, bank details (if appropriate) and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence, pay wages/refund expenses and retain information relating to your time in employment/voluntary service with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement, with bodies to fulfil our functions (eg our banking provider), or with your consent.

### When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party without your consent.

### The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## **Information Security**

Pitstone Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be found on our website.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Pitstone Parish Council at any time).

## **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council releasing any information.

## **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. You can do this by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

## **Information Deletion**

If you wish Pitstone Parish Council to delete the information about you please contact the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request and be aware that any request will be subject to other statutory or legal requirements eg employers are legally required to retain payroll information for a set period of time.

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

## **Rights Related to Automated Decision Making and Profiling**

Pitstone Parish Council does not use any form of automated decision making or the profiling of individual personal data.

## **Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time or find them on our website).

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Council Clerk: (Laurie Eagling, [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk), 01296767261) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

**Review**

This Privacy Notice was adopted by Pitstone parish council on .....  
minute reference ..... and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone parish council by:

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Chairman