

## Charney Bassett Parish Council

### Privacy Notice (Contacts)

This notice<sup>1</sup> explains how we use any personal information<sup>2</sup> that we collect about you.

#### What we do

Charney Bassett Parish Council delivers local services (e.g. allotments and grass cutting) and represents the interests of the village in the delivery of services by other organisations, including the County and District Council. The Parish Council looks to promote community well-being and in doing so supports the activities of various interest groups (current list as below). More about the activities of the Parish Council and its associated groups can be found at [www.charneybassett.org.uk](http://www.charneybassett.org.uk).

Allotments Group	Comprises residents who pay rent for an allotment at Charney Manor
Archaeology Group	Organises digs to discover more about the way the village has developed
Charney Army	Undertakes work that maintains and improves the village environment
Communications Group	Facilitates the distributes of information of local interest, including through the Charney Chatter magazine, Village website and email management system
Footpaths Group	Investigates and pursues the classification of lost footpaths
History Group	Researches and publishes information about village history on bespoke website
Road Safety Group	Pursues improvements to road safety under the Community-Led Plan
Village College	Organises educational and recreational courses of benefit to local residents

Other organisations in the village work to benefit local residents, in particular the Charney Hall and Field Trust (CHAFT) and Charney and Lyford Educational Trust (CLET). Although separate, the Parish Council may work with these organisations from time to time and is represented on their respective boards.

#### What information do we hold about you and why?

The information we hold is generally restricted to a name, address, telephone number and email address. In some cases (e.g. the Village College) this may include financial details. Photographic evidence is rarely used, except to show a particular group activity (e.g. Charney Army volunteers at work). The Parish Clerk and/or a Group appointed Data Controller will hold your data. We are unlikely to hold information deemed to be sensitive (e.g. medical records, racial or ethnic origin) and if we do we will discuss this with you first.

#### Why do we hold this information?

We collect information about you when you engage with us over any services we (or others) provide, including through the various interest groups allied to the Parish Council (above). Without this we would not be able to provide the service or advice you seek. We may share your information between the various Groups, other relevant service providers<sup>3</sup> or organisations if we believe it beneficial in providing

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<sup>1</sup> As approved by the Parish Council at its meeting on 12<sup>th</sup> September 2018

<sup>2</sup> Any information about a living individual which allows them to be identified (e.g. name, photograph, email address, telephone number etc).

<sup>3</sup> In the case of the Village College, for example, this would include course tutors.

the service you seek, and we may contact you to keep you informed of events or decisions of relevance to your particular interest. We may also use your information to allow us to meet our legal obligations or help us to seek your views to help us improve what we do.

**To comply with Data Protection law your information will only be:**

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes, as explained herein;
- Relevant to the purposes we have described and for none other;
- Accurate and kept up to date;
- Kept only as is necessary for the purposes we have explained;
- Kept and destroyed securely to prevent loss, misuse, unauthorized access or disclosure.

**How long do we keep your information for?**

Data will be held either electronically (in a password protected PC/laptop) or in hard copy (locked filing cabinet). We will only keep data for as long as we need it after which time it will be deleted. Some records may be retained indefinitely (e.g. where necessary to verify the accuracy of a particular event or decision) or for an extended period (e.g. to support HMRC audits best practice suggests 8 years).

**What are your rights?**

You may ask at any time what data we hold, why we hold it and where we obtained it from. If you advise us this is incorrect, we will correct it. We will delete your data on request and will let you know if there is any reason why we cannot do so.

**Changes to this notice**

We will place this and any updates to this Notice on our website. If we wish to use your data for a new purpose we will provide you with a new Notice and obtain your consent before doing so.

**Contact us**

Contact the Parish Clerk (see below) if you have any questions about this Notice or the data we hold.

If you have a grievance you should first raise this with the Parish Clerk and, if not then satisfied, you may contact the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (0303 123 1113 or <https://ico.org.uk/global/contact-us/email/>).

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Policy approved at Parish Council meeting on 12<sup>th</sup> September 2018 (minute 18/73)