

BARSTON PARISH COUNCIL

Privacy Policy:

Limited personal information is processed by Barston Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with this privacy policy.

Description of processing:

The following is a broad description of the way we processes personal information:

Reasons/purposes for processing information:

We process personal information to enable us to provide:

- prompt and considered responses to correspondence.
- informed decision about financial spending.
- community security and protection

Type/classes of information processed:

We process information relating to the above reasons/purposes. This information may include limited personal details, planning applications and vehicle number plate details.

Who the information may be shared with:

We sometimes need to share the personal information we process with data subjects in question, local and central government e.g. Solihull MBC and the police. Where this is necessary we are required to comply with all aspects of GDPR.

Retention:

Retention Period	Our retention policy can be obtained by contacting the clerk, or visiting our website. Website: www.barstonvilage.org Clerk: clerk@barstonvillage.org or 1, Eastcote Cottage Barston Lane Barston West Midlands B92 0JJ
Where stored:	Electronic, paper
Authority:	Barston Parish Council
Information Asset Owner:	Barston Parish Council

Location Held:	Electronically or Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects:

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.

Or you can contact the Council's Data Protection Officer – Mr. Ken Flood at clerk@barstonvilage.org.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: