



The Parish Council (the Data Controller) is committed to keeping your personal information accurate and up to date. We will not keep your information longer than necessary.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy. This notice applies to all personal data collected for or on behalf of the Parish Council. This includes information collected by letter, email, face to face, telephone or online.

By using our site you agree to accept this privacy notice. This notice may be reviewed from time to time so please check back here each time you submit personal data to us.

How we use your personal information

We collect and use your personal information so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information, including the delivery of services to you.

We use your information in the following ways:

General:-

- Inform and provide services to you.
- Verify your identity if you ask us for services.
- Aid investigation of any concerns or complaints you have may have about the Parish Council.
- Where otherwise allowed under law. For further information on the General Data Protection Regulation (GDPR), please refer to the Information Commissioner's website.

Employees:-

- Communications in relation to your employment and performing duties.
- Payroll, Benefits and Expenses processing.

Councillors:-

- Communication on Parish Council business.
- Provision of information to the Returning Officer of the Principal Authority in accordance with statutory requirements of your appointment as a local councillor.

We do not disclose your information without your explicit consent except in a small number of situations where disclosure is allowed by law, or where we have good reason to believe that failing to do so would put you or someone else at risk.

The Parish Council is obliged to protect public funds. We may use personal information to help us to detect and prevent fraud and ensure public money is spent in the most appropriate and cost-effective way. In order to achieve this, we may share information with other organisations which audit or administer public funds.

WITHERIDGE PARISH COUNCIL

PRIVACY NOTICE



Data processed by the Parish Council

General:-

- Names, titles, photographs.
- Contact details such as addresses, telephone numbers and email addresses.

Employees:-

- Data required in connection with employment by the Parish Council - such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details and dependants. Identifiers such as passport numbers, taxpayer identification numbers, tax reference codes, national insurance numbers
- Financial information such as pay and pay records, tax code, tax and benefits contributions, expenses claimed.

Councillors:-

- Data required by the Councillors Code of Conduct.

Third parties

The information we collect may be shared with other government bodies or agencies appointed to act on their behalf.

We will only share your personal information when we are permitted to or are required to by law or we have your consent to do so as required by law.

The Parish Council does not pass personal data to other organisations for marketing purposes.

Correspondence (Email & other forms)

Correspondence sent to you or you send to us may be kept as a record of contact. We may also store your contact details for future use if required. Sensitive or confidential information will only be communicated by the postal service. If you need to send us sensitive information, we recommend using the postal service.

Your rights

You can ask us to stop processing your personal data in relation to any Parish Council service. This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information we hold about you.

If you find that the information that the Parish Council holds about you is no longer accurate, you have the right to ask to have this corrected. We may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

Parish Clerk, c/o 3 Drakes Meadow, Cheriton Fitzpaine, Crediton, EX17 4HU. Email: parishclerk@witheridgepc.org

WITHERIDGE PARISH COUNCIL

PRIVACY NOTICE



Queries and complaints

If you would like further information or have a complaint about any of the details in this notice, please contact us by email or post (details below).

External links

This website does not provide external links to third party sites.

Cookies

The Parish council does not place any information on your device; where the Parish Council's website host uses any analytical cookies on your device these will be governed by the host's Privacy Policy (see www.middevon.gov.uk).

Cookies are pieces of data created when you visit a site. They are stored in the cookie directory of your device. You can set your device not to accept any cookies. If you choose not to accept cookies, this will not affect your access to our website.

Adopted:		Review Date:	
----------	--	--------------	--

Parish Clerk, c/o 3 Drakes Meadow, Cheriton Fitzpaine, Crediton, EX17 4HU. Email: parishclerk@witheridgepc.org