

## **Fen Drayton Parish Council**

### **General Data Protection Regulation (GDPR) Policy for Fen Drayton Parish Council Email List**

This policy is provided to you by Fen Drayton Parish Council which is the data controller for your data in relation to the Parish Council Email list.

**Your personal data – what is it?** – Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address or address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

**Making sure your data is safe** – GDPR is designed to create common privacy requirements across the EU. It is a development of existing data protection legislation and is based on seven key principles that can be summarised as:

1. Personal information that we hold will be processed lawfully, fairly and in a transparent manner.
2. Personal data will only be used for specific and legitimate purposes.
3. The information that we hold shall be limited to what is necessary.
4. Information shall be accurate.
5. Information shall be held no longer than is necessary.
6. Information shall be kept safe and secure.
7. We are accountable and can demonstrate compliance with GDPR.

**What data we will collect?** – Fen Drayton Parish Council will only collect and record your email address.

**Why do we need this information?** – To enable the Parish Council to send you updates on Parish Council business, local issues and village life.

**How we will use your personal data** – Your email address will exclusively be used exclusively to enable the Parish Council to send you updates on Parish Council business, local issues and village life above and will not be used for any other purpose.

**Sharing your data** – Your email address will not be shared with any 3rd parties without your express consent which, if required, we will obtain from you in writing.

**How long will we keep your personal data?** – We will keep your email address and continue to send you updates on Parish Council business, local issues and village life until you inform us that you would like to no longer receive these communications. We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed e.g. the email list ceases to operate.

**Your rights and your personal data** – You have the following rights with respect to your personal data:

1. **The right to withdraw from the mailing list and have your personal data erased** – If you would like to be removed from the Parish Council mailing list please notify us via email and we will do this within one month of receiving your request
2. **The right to correct or update your email address** – If the email address we hold for you is out of date, incomplete or incorrect, please notify us via email and we will do this within one month of receiving your request
3. **The right to access personal data we hold on you** – At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
4. **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained** – You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
5. **The right to lodge a complaint with the Information Commissioner's Office** – You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Changes to this notice** – We will keep this Privacy Notice under regular review, and we will place any updates on the Fen Drayton Parish Council Website. This Notice was last updated in August 2019.

**Contact details** – Please contact the Clerk if you have any questions about this Privacy Notice, the personal data we hold about you or to exercise all relevant rights, queries or complaints.

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