

Irchester Parish Council

Privacy Policy

This policy sets out the type of information the parish council collects, or we are supplied with. It advises how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected, or supplied, will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact the parish council we create a record of your name. To that record we add information that you give us.

The parish council collects information about councillors and employees. The council is supplied with a copy of the Register of Electors by the North Northants Council. We do not sell personal information to other organisations.

At times the parish council may wish to marketing. If you do not wish to receive information about our services we will ask you to make this choice when you contact us.

The Data Controller for your personal data is Northants CALC.

The parish council may use your personal data in the following ways:

- To process enquiries
- To provide services to residents
- To provide certain on-line facilities
- To allow other organisations to provide services to residents
- To carry out market research in order to plan and improve our services

Who do we share information with?

We may share information with other local councils including North Northants Council, Greatwell Homes, other registered housing providers or emergency services.

If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and that the parish council are able to justify confidentiality under relevant legislation.

How long do we keep data?

You are entitled to know what personal data the parish council holds about you and how it is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

If, however, the processing is necessary in order to provide you with a service you have requested then withdrawal may mean you will not receive that service or information. The council will discuss your concerns directly with you before the processing of your data ceases.

Please make any requests or complaints to: The Data Protection Officer is Danny Moody NCALC

Version number	Purpose/change	Author	Date
0.1	Initial draft	ND	08/4/18
0.2	Adopted document	ND	June 23