



General Privacy Notice

(Privacy Notice to be advertised on the West Down Village Parish Council Website)

Date of Annual Review	Notes and comments	Change Description	Minutes Number
3 August 2022	Content Correct	Updated Data Protection Officer, Clerk & Website	4740
2 August 2023	Content Correct	Updated with new Data Protection Officer	5029

The West Down Parish Council will be referred to as the 'Controller' of the personal data you provide to us.

Why we collect your data

We need to know basic data in order to provide a service. We will **only** collect personal data from you **that we** need in order to provide and oversee this service to you. This can include contact details such as name, address, email, phone number.

What we may do with your data

All the personal data we process is processed by our officers for the purpose of Parish Council business. This information is located on servers within the UK or European Economic Area (EEA). No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection **policy** in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on the Parish Council website www.westdownparishcouncil.org.uk

We have appointed one of our councillors as the Data Protection Officer (DPO) – see contact details below.

WEST DOWN PARISH COUNCIL



The DPO will provide support and guidance to the council in respect of compliance with data protection legislation.

How long we keep your data

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, 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.

Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What we would also like to do with your data

If you have contacted us via email or contact form then we will use the data you have provided to process your request. If you have subscribed to website updates or newsletters then you will receive those until you unsubscribe.

What are your rights

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate via The Data Protection Officer,

c/o The Clerk to the Council, West Down Parish Council, 10 Berrynarbor Park, Sterridge Valley, Berrynarbor, Devon, EX34 9TA. – or by email at clerk@westdownparishcouncil.org.uk

The Data Protection Officer (DPO) for West Down Parish Council is Cllr Richard Kenshole.

If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Reference document: General Data Protection Regulations Policy (GDPR), West Down Parish Council.