

Newtimber Parish Meeting Privacy Policy

About This Policy

This policy explains what personal information Newtimber Parish meeting holds on the residents of Newtimber. It also explains how we use it and how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

We reserve the right to amend this Data Protection Policy from time to time without prior notice (but amendments will not be made retrospectively).

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Who Are We?

We are Newtimber Parish Meeting. We can be contacted via our website’s contact page or by email clerk.newtimber@icloud.com.

Data Held and How we use and Protect it

The Clerk holds:

1. A hard copy of the electoral roll (this is issued annually by MSDC by registered post solely for the purpose of allowing the clerk to identify individuals attending the meeting who may vote on the proceedings).

This is normally stored in a locked cabinet and no electronic facsimile is produced.

Out of date copies will be shredded

2. A distribution list of email addresses from residents who have expressed a wish to be on a mailing list for news from the Parish Meeting.

This list is kept on a password protected drive on the Clerk’s personal computer.

Emails will be sent bcc so that the addresses are not visible to all recipients.

Every recipient will be asked to confirm that they wish to remain on the distribution list after 25th May 2018. Anyone not confirming within 28 days will be deleted from the list. Residents wishing to be added to the list must email the clerk.

3. Minutes of the meetings

Traditionally attendees have all been listed on the minutes. We intend to continue this but attendees will be given the opportunity to request anonymity. Actions will be attributed to named individuals but comments will be anonymous unless the speaker specifically asks to have their name recorded.

4. Forwarding emails to council departments

The Clerk or Chair may receive emails from residents asking for help on a particular issue.

This would usually be forwarded to the appropriate department in West Sussex or Mid Sussex District Council. To comply with GDPR the email should only be forwarded with the resident’s consent – or a new email is sent omitting the resident’s details.

Who Else Has Access To The Information You Provide Us?

We will never sell your personal data. We will not share your personal data with any third parties without your specific consent.

Your Rights

You have rights under the GDPR:

to access your personal data;

to be provided with information about how your personal data is processed;

to have your personal data corrected;

to have your personal data erased in certain circumstances;

to object to or restrict how your personal data is processed;

to have your personal data transferred to yourself or to another organisation in certain circumstances.

To exercise your rights above please contact newtimberclerk@icloud.com

Complaints

You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> Telephone 0303 123 1113.

Address: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

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