

Malborough Parish Council

Privacy Policy adopted May 2019

Malborough Parish Council seek to be compliant with the General Data Protection Regulations (GDPR) through the implementation and review of this policy

What is personal data?

Personal data is information about a living individual which allows that individual to be identified from that data (including but not exclusive to a name, e mail address, postal address, photograph and video).

What data is captured and/or held by Malborough Parish Council?

Malborough Parish Council does not hold a database/register of parishioners/residents and does not intend to do so in the future. No personal or sensitive information (including but not exclusive to date of birth, nationality, religion, marital status, medical condition and ethnicity) is held by Malborough Parish Council unless it is included in correspondence sent to the Council by yourself.

All communication to Malborough Parish Council from its parishioners/residents by email, letter or other forms of communication will almost certainly contain data about that person (including but not exclusive to e-mail addresses, home address and phone numbers). Such information is held to enable Malborough Parish Council members, employees and accredited volunteers to contact the person about the subject matter raised – it is held solely for that purpose. A member is an elected Councillor, an employee is the Parish Clerk and an accredited volunteer is either, Tree Warden, Footpath Warden, Editor of Malborough Messenger or the Malborough Community Website.

In the case that Malborough Parish Council activities require the recruitment of volunteers, their contact details are held to enable them to be contacted solely in relation to the activity they volunteered for.

An individual can ask for their personal information to be deleted at any time by contacting the Clerk, Malborough Parish Council.

Malborough Parish Council does not collect personal data from visits to the Malborough Community Website. However, if an individual contacts the Council members, Clerk or Accredited Volunteers indirectly by using a contact button on the website, the personal contact details provided in the e mail will be used solely in order for a response to be provided.

With whom does Malborough Parish Council share information?

Correspondence of any form to a Councillor, Parish Clerk or Accredited Volunteer may be shared amongst these individuals, District Council or County Council solely for the purpose of responding to the matter raised. Correspondence is a regular topic at Parish Council meetings and the content contained therein may be discussed – such meetings are open to the General Public.

Correspondence in e-mail format will always be sent 'BCC' when multiple e mail addresses are involved.

Telephone conversations are not recorded but notes of the calls may be held by the individual receiving the call and subsequently shared amongst Councillors, Clerk, Accredited Volunteers, District Council and County Council.

How long does Malborough Parish Council retain data for?

This may vary in line with the nature of the subject and whether there are specific regulations relating to the period for which such correspondence should be retained. In most cases data will be deleted within seven (7) years.

How does Malborough Parish Council protect the data held?

Electronic data – 99% of all correspondence and documentation is managed electronically. Malborough Parish Council takes a proportionate approach to ensure data is securely held through the purchase and installation of anti-virus software and such additional security measures deemed appropriate to deter unlawful access by Hackers.

Paper based data – Such correspondence is maintained in accordance with schedules 20.1 of the Malborough Parish Council's procedures and Standing Orders.

What are the Parishioners/Residents rights in respect of their personal data?

When exercising any of the rights shown below, in order to process the request The Parish Council may need to verify the requestor's identity to ensure such a request is dealt with securely. In such cases the process will not be instigated until such proof has been provided. Parishioners/Residents have the following rights in respect of their personal data:

The right to access personal data the Parish Council hold on you

The right to correct/update the data the Parish Council hold on you

The right to have your personal data erased from Parish Council systems and records

The right to object to the Parish Council processing your personal data or to restrict it for certain purposes only

The right to data portability

The right to withdraw you consent at any time for the processing of data for which consent was previously obtained

The right to lodge a complaint with the Information Commissioner's Office

This privacy policy is published to demonstrate Malborough Parish Council's compliance with GDPR. It is not a comprehensive guide to GDPR but is proportionate to the limited amount of data held by Malborough Parish Council.