

## HOLBROOK PARISH COUNCIL

### PRIVACY NOTICE FOR COUNCILLORS, EMPLOYEES, AND VOLUNTEERS OF THE PARISH COUNCIL

When you sign your acceptance of office or employment with Holbrook Parish Council, or accept a voluntary role within the Council, the information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

#### **The Council's Right to Process Information GDPR Article 6 (1) (a) (c) (Data Protection Act 2018)**

Processing is with consent of the data subject and processing is necessary for compliance with a legal obligation

#### **Information Security**

Holbrook Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and it will be kept during the whole period of your office and for a statutory period of six years after. After which it will be deleted.

#### **Your Rights**

##### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk at [clerk@holbrookparishcouncil.gov.uk](mailto:clerk@holbrookparishcouncil.gov.uk), or by writing to the Clerk, 4 Shepherd's Lane, The Street, Holbrook, Ipswich, IP9 2QA

##### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [clerk@holbrookparishcouncil.gov.uk](mailto:clerk@holbrookparishcouncil.gov.uk)

##### **Information Deletion**

If you wish Holbrook Parish Council to delete the information about you, please contact [clerk@holbrookparishcouncil.gov.uk](mailto:clerk@holbrookparishcouncil.gov.uk) Please note: The Council has a legal obligation to retain information relating to their Councillors for a statutory period of six years after leaving office.

Holbrook Parish Council

Privacy Notice for Employees, Councillors and Volunteers of HPC

Adopted March 24

Review before end March 25

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact: [clerk@holbrookparishcouncil.gov.uk](mailto:clerk@holbrookparishcouncil.gov.uk)

## **Rights Related to Automated Decision Making and Profiling**

Holbrook Parish Council does not use automated decision making or profiling of personal data.

## **Summary**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling and we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to [clerk@holbrookparishcouncil.gov.uk](mailto:clerk@holbrookparishcouncil.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

Correspondence may also be sent by letter to the Parish Council's address, 4 Shepherd's Lane, The Street, Holbrook, Ipswich, IP9 2QA