



## Simpson and Ashland - General Privacy Notice

Simpson and Ashland is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the Data Protection Act 1998 in respect of any personal information you give us.

Our registration number is **ZA151236** and may be viewed at Information Commissioner's Office website. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

### What do we mean by personal information?

The Data Protection Act covers any data which concerns a living identifiable individual and includes such things as name, address, age or telephone number.

### What is my personal information used for?

- The Clerk holds details of the Electoral Register for the Parish.
- The Clerk holds details of regular contacts with contractors.
- The Clerk holds details of regular and one off hall hire users of Simpson Village Hall.
- Information is held in relation to planning applications and any comments thereon.
- Information is held when volunteered to the Parish Council in relation to a query.

### How do you store my personal details?

- We only store personal details when volunteered to us by you or when they form part of the public record within the Council minutes.
- The information is held and managed by the Parish Clerk.
- You have the right to have any personal information amended at any time.

### Who can view my personal information?

- It may be necessary for the Parish Council to view certain personal data when considering planning applications and queries.
- Information volunteered to us by you in relation to the hall hire may be viewed by the Facilities Manager and Parish Clerk.
- Your personal information will **NOT** be disclosed to third parties unless required by law or your prior written consent is sought.

### Records Management

- The Council's records are kept at the Clerk's working location which is their home.
- Electronic data is held on a password-protected Council laptop, which remains the property of the Parish Council.
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal.

### How will you contact me?

- We may use your personal information to contact you.
- Your personal information will **NOT** be disclosed to third parties unless required by law or your prior written consent is sought.

### How to get a copy of your information?

We will try to be as open as we can in terms of giving you access to your information. You can find out if we hold any personal information about you by making a "subject request" under the Data Protection Act 1998.

Please make such a request in writing or via e-mail address to the clerk:

[clerk.simpsonandashland@gmail.com](mailto:clerk.simpsonandashland@gmail.com)

### How to make a complaint?

Please see our Complaints Procedure for information. This can be found on our website.

<http://www.simpsonandashland.co.uk/policies.html>