

Cheverell Magna Parish Council

Privacy Notice

Our contact details:

Name: The Parish Clerk
Address: To be confirmed
Phone Number: To be confirmed
E-mail: parishcouncil@greatcheverell.org

<https://www.greatcheverell.org/>

16th November 2021

The type of personal information we collect

We currently collect and process the following information:

Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email addresses.

In addition to the above, where we are providing you with particular services (voluntary) we will collect information relating to that service such as what service you required, when and how we carried out your request.

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- From you
- From suppliers of goods and services

We collect this information to enable us to carry out voluntary services to you in timely and effective and efficient manner.

We may also receive personal information indirectly, from the following sources in the following scenarios:

- From suppliers of goods and services

We use the information that you have given us in order to carry out voluntary services to you in timely and effective and efficient manner.

Sharing collected information

We may share this information with our volunteers to enable us to provide you with a timely, effective and efficient volunteer service.

We may also share your information **if we are required to by HM Government; legislation; regulatory requirements and other 'official' bodies who have a legal right to request access.**

Under the General Data Protection Regulation (GDPR), the lawful basis' we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting:

The Parish Clerk in writing to parishcouncil@greatcheverell.org

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored **in the Cloud using recognised Cloud computing service providers.**

We keep **your personal contact information and any information regarding the services we provided to you for the whole period of volunteer service provision provided to you by us. Once this provision comes to an end, we will then dispose of this information by expunging all your data from our Cloud service providers systems.**

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at parishcouncil@greatcheverell.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **The Parish Clerk, Cheverell Magna Parish Council email: parishcouncil@greatcheverell.org.**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>