

PCC Privacy Notice at 18th July 2018

This notice relates to information available to the Council from all sources including the official website (www.penricecommunitycouncil.org.uk). It does not relate to any sites reached through links from the official website. [Scope]

The website is hosted in the UK and no data is transferred out of the EU. [Data not exported]

The website does not capture any personal information about you other than what you volunteer through the online form. [Consent]

Any correspondence you choose to send through the online form may be processed by the website manager (Cllr Jan Ellis). Such correspondence may be forwarded to the Clerk to the Council (Mrs Sam Caswell) or to one or more local Councillors depending on the input you have made. [Consent]

You may also write directly to the Clerk to the Council (Mrs Sam Caswell), the Chairman of the Council (Cllr Alan Glass), the website manager (Cllr Jan Ellis) or any other local Councillor. Some contact details are available online and others are available on request through the online form. [Access]

Whenever you choose to contact a Member of the Council you are giving your consent to your details being recorded for the purposes of addressing the matter you have raised. This will be drawn to your attention in an acknowledgement and you will be given the opportunity to withdraw. Your information will not be used for any other purpose without your further consent. [Consent, Limitation of Use, Withdrawal]

It is possible a third party will bring a matter to the Council that relates to you in some way, for example comments on a planning application, and the Council will store information to manage that matter. [Public Task]

Any details brought to the Council or to Members may be kept on file for future follow-up but will not be kept for more than two years after the matter has been closed. Personal details will be held securely. [Limitation on Use, Security]

To consider any matter Members of the Council may need to share information and discuss it in a public meeting. The meeting will be minuted and those minutes will subsequently be posted online. Online minutes are vetted for personal information which will be removed if possible and appropriate. In sensitive situations it may be possible for part of a meeting to be held in camera and excluded from the public minutes. Members will be aware of the sensitivity of personal information but if you have any concerns please contact the Clerk or any Member as soon as possible. [Public Task, Limitation on Use, Withdrawal]

You may contact the Clerk or any Member to withdraw your consent to hold your information. It will depend on the circumstances whether it will then be possible to progress the matter you have raised. All details not already part of an official record or needed by reason of being a Public Task will be deleted. [Public Task, Limitation on Use, Withdrawal]

This notice has been issued to comply with the General Data Protection Rights Legislation. For more information about the legislation and your rights see the website of the Information Commissioner's Office at <https://ico.org.uk/your-data-matters/>.

The Information Commissioner's Office is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.