

BINFIELD HEATH PARISH COUNCIL

Privacy Notice

This sets out the type of information the Council collects (or has been supplied with), how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name and add information that you give us. For example, we hold information about Councillors. The Clerk is supplied with a copy of the register of electors by the District Council. We also hold contact addresses, mostly emails and telephone numbers of people who with whom we have dealt concerning Parish activities. Personal information is not sold to other organisations.

The data controller for your personal data is Binfield Heath Parish Council.

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (eg about allotments).
- To provide information to residents concerning current and future services, local parish social activities in which you have expressed an interest and news which might affect you, such as traffic alterations. The personal data we hold includes mailing lists for newsletters, agendas / minutes or meeting and event dates.
- To provide certain online facilities and/or services such as the parish website (see the terms and conditions when you sign up for those facilities or services).
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. For example this might be done as part of preparing a Neighbourhood Plan if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments.
- To keep a useful website up to date with local information as specified above.

Who might we share the information with?

We might share information with the District / County Council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

If you are in debt to us, we may give other people information for the purposes of recovering the debt.

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

How long do we keep data?

The Parish Council has published a Document Retention Policy and Procedure.

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate. Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You are entitled to know what personal information the Council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the Council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to Binfield Heath Parish Council:

Parish Clerk:

Marilyn Sermon, The Glade, Remenham Piece, Remenham Hill, Henley on Thames RG9 3ET
01491 412908

Chairman:

Paul Rollason, 9 Heathfield Avenue, Binfield Heath, Henley on Thames RG9 4ED

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545745 or 0303 123 1113 (local rate) or email: casework@ico.gov.uk

This document was considered and ratified at the Parish Council meeting on July 23, 2018. It is to be reviewed in two years, or sooner if legislation dictates.