Privacy Policy

Your personal information is being processed by Myddle, Broughton & Harmer Hill Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing:

The following is a broad description of the way this organisation, Myddle, Broughton and Harmer Hill Parish Council, processes personal information:

Reasons/purposes for processing information:

We process personal information to enable us to provide;

- prompt and considered responses to correspondence
- an informed decision about financial spending
- fair and robust recruitment of employees and contractors

Type/classes of information processed:

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- goods and services
- financial details
- education details
- employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about:

We process personal information about customers and clients, advisers and other professional experts and employees.

Who the information may be shared with:

We sometimes need to share the personal information we process with the individual them self and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- business associates, professional advisers
- family, associates and representatives of the person whose personal data we are processing
- suppliers
- local and central government

- financial organisations
- ombudsmen and regulatory authorities
- credit reference and debt collection agencies
- healthcare professionals, social and welfare organisations
- current, past or prospective employers
- examining bodies
- service providers

Retention Period	Our retention policy can be obtained by visiting our website or contacting the clerk. Web site: www.myddleandbroughton-pc.gov.uk Clerk –myddlebroughtonclerk@talktalk.net by post to 6, Primrose Drive, Shrewsbury SY3 7TP
Where stored:	Electronic, paper
Authority:	Myddle, Broughton & Harmer Hill Parish Council
Information Asset Owner:	Myddle, Broughton Harmer Hill Parish Council
Location Held:	Electronically or Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website. Or you can contact:

Mr. Peter Malley The Council's Data Protection Officer at peter@dmpayrollservices.co.uk

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: