

## **Handforth Parish Council Correspondence Privacy Policy**

Your personal information is being processed by Handforth 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 council processes personal information:

Reasons for processing information

We process personal information to enable us to process your correspondence

Type of information processed

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

- personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person giving the correspondence

Who the information may be shared with

We may need to share this information with a third party.

These third parties may include. Local and Central Government, Ombudsmen and Regulatory Authorities and Law Enforcement agencies.

<b>Retention Period</b>	Will be kept until the cause of the correspondence is dealt with.
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Handforth Parish Council.
<b>Information Asset Owner:</b>	Handforth Parish Council.
<b>Location Held:</b>	Electronically and Secure File
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

## Rights of Data Subjects

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

Ben Malley  
7 New Road  
Kidderminster  
DY14 9TQ

Email: [ben@dmpayrollservices.co.uk](mailto:ben@dmpayrollservices.co.uk)

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

Signature:

Date: