



OLD WARDEN PARISH COUNCIL PRIVACY POLICY

The purpose of this Privacy Notice is to tell you what information the Old Warden Parish Council (OWPC) collects from you, how and when it may be collected and what happens to it. For the purpose of this Privacy Policy, “we” and “us” refer to OWPC.

Personal Information is any personally identifiable information, such as your email address, name, home or work address, telephone number, which can directly or indirectly identify you. We refer to it as “Personal Information” here.

What information we might collect about you?

- Personal and contact details (for example your name, address, email address).
- Personal and contact details you give us when subscribing to receive emails, newsletters or marketing information from us.
- Information you provide if you report a problem with our website or service.
- Additional information which you provide voluntarily and/or which we may ask from you to better understand you and your interests.

How we use the Personal Information that you provide to us

We undertake the following processing of your Personal Information on the legal basis that it is necessary to perform the contract with you and to provide the services we have agreed to provide to you.

Communications

Where you have provided us with your email address, you have agreed to us contacting you by email to share information about the Council and events/activities within the Parish. You may opt out at any time and free of charge by contacting us at clerk@oldwarden-pc.gov.uk.

How long do we store Personal Information for?

It is our policy to retain your Personal Information for the length of time required for the specific purpose or purposes for which it was collected, for the duration of up to six years. However, on occasion we may be obliged to store some data for a longer time, for example, meeting notes. In this case, we will ensure that your Personal Data will continue to be treated in accordance with this Privacy Policy.



How and when do we share information with third parties?

Where we employ third party companies or individuals to process Personal Information provided by us on our behalf for business functions, including IT support, hosting our data on cloud platforms, legal, accounting, audit, consulting and other professional service providers, and providers of other services related to our business. We only provide these organisations with the information that they need to be able to perform their services. We will have in place an agreement with our service providers which will restrict how they are able to process your Personal Information.

We may also provide your information to other third parties such as regulators and law enforcement agencies, where we are required by law to do so, where necessary for the purposes of preventing and detecting fraud, other criminal offences and/or to ensure network and information security.

Security & Confidentiality

We employ appropriate security measures to help protect your Personal Information and guard against access by unauthorised persons. Information storage is on secure computers in a secure environment, or in secure, locked storage in the case of hard copy information. The information is encrypted wherever possible and we undergo periodic reviews of our security policies and procedures to ensure that our systems is secure and protected. However, the transmission of information via the Internet is not completely secure so we cannot guarantee the security of your information when it is transmitted to our website.

We acknowledge that the information you provide may be confidential. We do not sell, rent, distribute or otherwise make Personal Information commercially available to any third party. We will keep your information confidential and protect it in accordance with our Privacy Policy and all applicable laws.

Your Rights

You may withdraw your consent to receiving communications at any time by clerk@oldwarden-pc.gov.uk. It is important to us that you are in control of your own information. As a result, we offer the following controls:

- You may request access to or copies of the Personal Information that we hold about you. If you would like to exercise this right, please contact us at clerk@oldwarden-pc.gov.uk
- the **right to be informed** about our processing or your personal data which is the aim of this Notice;
- the **right to request access** to personal data we hold about you at any time;
- the **right to ask us to update and correct any out-of-date or incorrect** personal data that we hold about you;



- the **right to object to processing of your personal data and/ or to withdraw any consent** you have given us and to opt out of any marketing communications that we may send you;
- the **right to request that we erase** your personal data in certain circumstances (**the right to be forgotten**);
- the **right to have your personal data provided to you by us in a structured, commonly used and machine-readable format** and transmitted to another data controller. This is known as the **right to data portability**.

If you wish to exercise any of the above rights, you can always contact us by email at:

clerk@oldwarden-pc.gov.uk

You have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF, United Kingdom if you believe we have not handled your personal data in accordance with the law. Further information, including contact details, is available at <https://ico.org.uk>.

CONTACT US:

If you have any questions in relation to this Privacy Policy, or if you would like to contact us to exercise your rights as stated in this Privacy Policy, you may contact us at: clerk@oldwarden-pc.gov.uk.