

Kings Walden Parish Council

PRIVACY POLICY

Kings Walden Parish Council (KWPC) is committed to respecting your privacy and the privacy of every visitor to our web site. The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation, we deal with you.

Should you have a question about the data we store, our contact details are:

Parish Clerk
Kings Walden Parish Council
191 High Street, Codicote
SG4 8UD
clerk@kwpc.org.uk

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom, or transferred only to 'third countries' where 'adequacy of protection' or specific certification as defined by The GDPR has been confirmed.

This information will not be disclosed to anyone outside KWPC or its partners, and other companies with which **KWPC** has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact clerk@kwpc.org.uk

We do not in general hold any information other than email addresses which have been provided to us by the address owner. By exception, and where we have a legal right to do so, we may store:

- Your name
- Address
- Telephone number(s)
- Email address
- Survey responses
- Correspondence
- Attendance at council meetings
- Attendance at non-council meetings facilitated by the council
- Electoral Roll

We may, in further dealings with you, extend this information to include your address, purchases, services used, and subscriptions, records of conversations and agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however we require at least the information above in order for us to deal with you as a service user in an efficient and effective manner.

The legal basis for processing your data is based on your specific consent, the performance of a contract, the compliance with a legal obligation or our legitimate interest that we will have stated at the point the information was initially provided, therefore we will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you have the right to remove your consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, such as within council minutes, your data will be stored for a period of 2 years after our last contact with you, at which point it will be deleted.

PROTECTION OF PERSONAL INFORMATION

KWPC takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

KWPC uses industry-standard efforts to safeguard the confidentiality of Data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioners Office](#).

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August 2018