



Sarratt Parish Council

Policies and Procedures: General Privacy Notice

Sarratt Parish Council provides and receives many services to/from local community groups, sports teams, companies and individuals. In providing and receiving services we collect and retain personal data in both written and computer records.

Sarratt Parish Council is committed to respecting the privacy individuals. The information we collect about individuals and organisations that we work with will be used to fulfil the required services and enable us to improve how we deal with you.

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

Sarratt Parish Council
Parish Office, Village Hall,
The Green, Sarratt, Rickmansworth
Hertfordshire. WD3 6AS

Telephone: 01923 262025
Email: clerk@sarrattparishcouncil.gov.uk
Web: <https://sarrattparishcouncil.gov.uk>

The Council is registered with the Information Commissioners Office (ICO), registration no. Z1299061, and details of our registration can be viewed on the ICO website www.ico.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 the Parish Council or its associated companies, partners, and other companies with which the Parish Council 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 by making a Subject Access Request (SAR) 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 the Parish Clerk using the details for Sarratt Parish Council above.

The type of information that we will typically collect on you, and you voluntarily provide to us includes:

- Your name
- Address
- Telephone number(s)
- Email address

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

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

The legal basis for processing your data is based on your specific enquiry or performance of a contract/service that will have been stated/requested at the point the information was initially obtained. We will not store, process or transfer your data 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 to us processing your data at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, your data will be stored for a period of 8 years after the last contact with you, unless it is required for historical records, should the need arise to contact you again.

Protection Of Personal Information

The Council 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.

The Council 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.

Cookies

The Council website site uses cookies – these are small text files that are placed on your device to help our website provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on our site and on others. The most effective way to do this is to disable cookies in your browser.

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.

Reviewed and adopted: 14 March 2023