

## **SHAWBURY PARISH COUNCIL**

### **Privacy Policy:**

Your personal information is being processed by Shawbury 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 we 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 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 and service providers

- \*local and central government
- \* ombudsmen and regulatory authorities
- \* healthcare professionals, social and welfare organisations
- \* current, past or prospective employers

**Retention:**

<b>Retention Period</b>	Our retention policy can be obtained by contacting the clerk, or visiting our website. Website: <a href="http://www.shawbury-pc.gov.uk">www.shawbury-pc.gov.uk</a> Clerk: <a href="mailto:shawburypccclerk@talktalk.net">shawburypccclerk@talktalk.net</a> or 6, Primrose Drive, Shrewsbury, SY3 7TP
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Shawbury Parish Council
<b>Information Asset Owner:</b>	Shawbury Parish Council
<b>Location Held:</b>	Electronically or 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 you can contact the Council's Data Protection Officer – Mr. Peter Malley at [peter@dmpayrollservices.co.uk](mailto:peter@dmpayrollservices.co.uk).

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

Signature:

Date: