



# Great & Little Preston Parish Council

## General Privacy Notice

**The council will comply with data protection law. This says that the personal data we hold about a person must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have explained and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have explained.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

**We may use personal data for some or all of the following purposes:**

- To confirm a persons identity to provide some services;
- To deliver public services including to understand a persons needs, to provide the services that they may request and to understand what we can do for them and inform them of other relevant services;
- To contact a person by post, email, telephone or using social media (e.g., Facebook, Twitter, etc.);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek the views, opinions or comments from parishioners;
- To notify persons of changes to our facilities, services, events and staff, councillors and other role holders;
- To process relevant financial transactions including payments for goods and services supplied to the council

## **A person's rights and their personal data**

Each person has the following rights with respect to their personal data:

When exercising any of the rights listed below, in order to process any request, we may need to verify a persons identity for security. In such cases we will need each person to respond with proof of their identity before these rights can be exercised.

- 1) *The right to access personal data we hold on a person.*
- 2) *The right to correct and update the personal data we hold on a person.*
- 3) *The right to have personal data erased.*
- 4) *The right to lodge a complaint with the Information Commissioner's Office.*

**You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.**

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