



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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