

## **GDPR- Great Longstone Parish Council**

Changes to Data Protection legislation came into force on 25<sup>th</sup> May 2018.

The changes are known as the General Data Protection Regulation (GDPR).

Great Longstone Parish Council (GLPC) is preparing to implement the necessary changes to demonstrate that it will comply with GDPR.

We want you to feel assured about the privacy and security of all the personal data or information that you provide to us.

This notice explains how GLPC uses any personal information we collect about you and your rights in relation to that information.

### **GDPR**

#### **Privacy Notice.**

How we use your information;

This information also known as a fair processing notice explains why GLPC occasionally collects information about you and how that information may be used.

Information may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure.

Records which GLPC hold about you may include the following information;

- Details about you, such as your address, legal representative, emergency contact details.
- Results of investigations such as complaints, planning applications and formal requests of GLPC that have a public interest value.

Your records will be retained in accordance with the GDPR Code of Practice for Records Management.

Some of this information may be held centrally by DDDC or DCC and used for statistical purposes. Where we do this, we take strict measures to ensure that individuals cannot be identified.

How do we maintain the confidentiality of your records?

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 1998
- Human Rights Act 1998
- Common Law Duty of Confidentiality

Every member of GLPC who acts on behalf of the community has a legal obligation to keep information about you confidential.

We will only ever use or pass on information about you if there is a genuine need for it.

We will not disclose your information to any 3rd party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on for example Child/Adult Protection and Serious Criminal Activity.

Who are our partner organisations?

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations or receive information from the following organisations:-

- Derbyshire County Council and Derbyshire Dales District Council.

Also; Dalc, Peak Park, Village Hall Management Committee, Tenants Fields/yard and allotments, GL Tennis Club, GL Cricket Club, Baslow and Longstone JFC, Longstone CE School, Mowing Contractors.

- Other 'data processors' will be informed of who your data will be shared with and in some cases asked for explicit consent for this happen when this is required.

### **Access to personal information**

You have a right under the Data Protection Act to request access to view or to obtain copies of what information the GLPC holds about you and to have it amended should it be inaccurate.

In order to request this, you need to do the following:

- Your request must be made in writing to the GLPC
- There may be a charge to have a printed copy of the information held about you.
- We are required to respond to you within 40 days.
- You will need to give adequate information (for example full name, address, date of birth and details of your request) so that your identity can be verified and your records located.

### **Objections / Complaints**

Should you have any concerns about how your information is managed at GLPC please contact the Clerk.

If you are still unhappy following a review by GLPC, you can then complain to the Information Commissioners Office (ICO) via their website ([www.ico.org.uk](http://www.ico.org.uk)).

The Data Protection Act 1998 requires organisations to register a notification with the Information Commissioner to describe the purposes for which they process personal and sensitive information.

This information is publicly available on the Information Commissioners Office website [www.ico.org.uk](http://www.ico.org.uk).

GLPC are registered with the Information Commissioners Office.

Data Controller. Parish Councils are exempt from appointing a Data Controller.

### **Further information**

Further information about the way in which the GLPC uses personal information and your rights can be found by contacting The Information Commissioner's Office who is the Regulator for the Data Protection Act 1998 and GDPR.

The ICO can offer independent advice and guidance on the law and personal data, including your rights and how to access your personal information.

For further information please visit the Information Commissioner's Office website at <http://www.ico.gov.uk>.

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