

# Privacy Policy

Borough Green Parish Council complies with the General Data Protection Regulation (GDPR) law which came into effect on 25 May 2018 and superceded the Data Protection Act 1998. We are committed to keeping your personal information accurate and up to date.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy. This notice applies to all personal data collected for, or on behalf of, Borough Green Parish Council. This includes information collected by letter, email, face to face, telephone or online.

## **Website**

Our website is operated by Borough Green Parish Council which is responsible for the processing of your personal data and is the Data Controller for all such information. We regard your privacy as very important: any personal information you provide to us through this website will be dealt with in accordance with this Privacy Policy. This Privacy Policy describes the information we may collect from you and the purpose for our collection of it.

By using our website you agree to accept this Privacy Policy notice.

## **Email**

Emails that we send to you or you send to us may be kept as a record of contact. We may also store your email address for future use. If we need to email sensitive or confidential information to you, we will check that we are using the correct email address and may use additional security measures. If you need to send us sensitive information, we recommend using encrypted email or the postal service.

## **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Data can be, for example, a name, photograph, video, email address, or postal address. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

## **Why we collect your data**

We will hold the minimum personal data necessary to enable the council to perform its functions and will only use this information for the purposes for which it is intended.

## **What we may do with your data**

We collect and use your personal information so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information, including the delivery of services for you. We may also use this information to monitor our performance in responding to your request.

We may use your personal data for the following purposes: –

- To fulfil our statutory duties and powers as a local authority
- To maintain our accounts and records
- To respond to enquiries from parishioners
- To communicate with parishioners and volunteers
- To inform you of news, events, and activities affecting the parish
- To gather your opinions on local issues

## **How long do we keep your data?**

Your data is retained only as long as necessary to fulfil the appropriate service. Personal data held will be checked at regular intervals and deleted or destroyed when it is no longer needed, provided there is no legal or other reason for holding it.

## **When will we share your data?**

Your personal data will be treated as strictly confidential

The Parish Council will not share your information with third parties unless under exceptional circumstances such as responding to a Police request or other government agencies. We will not pass your data to third parties without your prior permission. All employees, councillors and contractors who may have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality and treat the information with utmost care.

## **What if a breach occurs?**

In the highly unlikely event that a data breach incident occurs, and places your personal data, rights and freedoms at risk, we will immediately notify you. Where relevant we will also notify the Information Commissioner's Office and act according to their instructions.

## **Access to personal information and contacting us**

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

If you wish to find out what information we hold about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence. You will receive a response to your request within 20 days

If you wish to make such request, or have any questions about this Privacy Policy, please contact us by writing to: The Clerk to Borough Green Parish Council, Lullingstone, Paddock Close, St Mary's Platt, Kent TN15 8NN email: [clerk@boroughgreen.gov.uk](mailto:clerk@boroughgreen.gov.uk)

If at any time you feel that we have failed to meet these standards, then please either contact us or make a complaint direct to the Information Commissioner using their website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## **Changes to this Privacy Policy**

We may edit or amend this Privacy Policy during regular reviews. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent notice on the Home page of the website.

This policy was last updated March 2019