



### **General Data Protection Regulation (Regulation (EU) 2016/679)**

Personal data relates to a living individual who can be identified from that data. 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. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Droxford Parish Council only collects and uses personal data when it is necessary to deliver council services and to carry out associated business purposes such as council and financial administration. The Parish Council is a data controller and can decide how your personal data is processed and for what purposes. The Parish Clerk/Responsible Finance Officer is the Data Protection Officer who can be contacted at [clerk.droxfordpc@gmail.com](mailto:clerk.droxfordpc@gmail.com) or telephone 07720 092072.

Your personal data will be treated as strictly confidential and will only be shared with members of the parish council connected with activities managed by the Parish Council. We will only share your data with third parties outside of the Parish Council with your consent.

We keep data in accordance with best practice outlined in Governance Toolkit for Town and Parish Councils 2017.

Specifically, the Parish Council retains electoral roll data while it is still current, financial records for 6 years after the financial year to which they relate; councillors' declarations of office 4 years or until office vacated; parish council minutes retained permanently at Hampshire Records Office; and burial registers are retained permanently in the Parish Office.