

Donington with Boscobel Parish Council

Correspondence Privacy Policy

Your personal information is being processed by Donington with Boscobel Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of Processing: The following is a broad description of the way this Council processes personal information.

Reasons for processing information – we process personal information to enable us to process your correspondence.

Type of information processed – we process information relating to the above purposes. This information may include:

- Personal details – such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about – we process information regarding the person giving the correspondence.

Who the information is shared with – we may need to share this information with a third party. These third parties may include:

- Local and Central Government
- Ombudsmen and Regulatory Authorities
- Law Enforcement Agencies

Retention Period	Will be kept until the cause of the correspondence is dealt with.
Where is it Stored	Electronic, paper.
Authority	Donington with Boscobel Parish Council
Information Asset Owner	Donington with Boscobel Parish Council
Location Held	Electronically and secure File
Permanent Preservation	No
Sensitive Personal	No

Data	
Rights of Data Subjects	
The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why.
The right of rectification	Data subjects can request corrections to their PII.
The right to erase	Data subjects can request to be forgotten.
The right to restrict processing	Data subjects can ask organisation to stop processing their PII.
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation.
The right to object	Data subjects can object to organisation processing their PII.
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website, or for more specific enquires at.

doningtonboscobelpc@gmail.com

Please sign and date below to confirm you understand and agree with our privacy policy.

Name:.....

Signature:.....

Date:.....