

# **Milton Abbas Parish Council - GDPR Privacy Policy**

## **The purpose of this policy**

The Councillors of Milton Abbas Parish Council ("MAPC") are controllers of personal data under applicable data protection laws, including the General Data Protection Regulations ("GDPR"). As a controller of personal data, we must determine why and how we collect, use, share and protect it. N.B as an organisation who only processes personal data for elected representative functions, or to maintain a public register MAPC is exempt from paying a fee when registering with the Information Commissioner's Office.

## **What data do we have and how do we collect it?**

The Parish Clerk collects personal data such as name, residential and email address, and telephone numbers from Councillors, potential Councillors and residents. Personal data is collected when an individual provides it via an application to become a Councillor (via election or co-option) or for supplying a service or requesting information, advice or support. The Parish Clerk and Councillors also have access to the Electoral Roll for the Parish of Milton Abbas but do not collate this information.

## **How will we use the data?**

We will only use data to communicate with individuals or organisations or to make payments to them where legitimately incurred (although the usual method of payment is via cheque drawn on the MAPC bank account).

## **Who will we share your data with?**

We will not share any data that is not already in the public domain or unless requested by a statutory body entitled to view the data.

## **How will we protect the data we hold?**

All files containing personal data are password controlled. Any emails and attachments issued between MAPC Councillors and to/from the Parish Clerk containing personal data will be deleted once the information is no longer of use.

## **How long will we hold it?**

As long as is necessary in relation to the purpose for which it was originally collected. This policy was adopted by the Parish Council on 11<sup>th</sup> November 2019 and we will seek to renew it at each Annual Parish Meeting.

## **What are your rights?**

Subject to the conditions prescribed in applicable laws, all individuals for whom we store personal data have the right:

1. to access, rectify or request erasure of your personal data;
2. to ask us to restrict processing of it;
3. to object to any future processing of your personal data for direct marketing purposes.

You can exercise these rights by contacting the Parish Clerk by email to [clerk@miltonabbasparishcouncil.gov.uk](mailto:clerk@miltonabbasparishcouncil.gov.uk). You also have the right to lodge a complaint with the Information Commissioners Office if you consider our use of your data infringes the GDPR.