

# **Lower Halstow Parich Council Privacy Policy**

**Date:** 15/10/2021

**Version:** 1.0

## **Our contact details:**

c/o The Parish Clerk,  
Amberley,  
5 The Street,  
Sporle,  
King's Lynn  
Norfolk  
PE32 2EA

or by e-mail: **clerk.lhpc@gmail.com**

## **The type of personal information we collect:**

We currently collect and process the following information:

1. Personal identifiers, contacts and characteristics (for example, name and contact details that have been provided by the person contacting Lower Halstow Parish Council).

## **How we get the personal information and why we have it:**

Most of the personal information we process is provided to us directly by you for the following reason:

1. You have contacted Lower Halstow Parish Council for information, advice, or to report something to us.

We use the information that you have given to us in order to respond back to you.

We may share this information with law enforcement agencies.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

1. Your consent (which you give within the act of contacting us). You are able to remove your consent at any time. You can do this by contacting the parish clerk.
2. We have a contractual obligation.
3. We have a legal obligation.
4. We need it to perform a public task.
5. We have a legitimate interest.

**How we store your personal information:**

Your information is securely stored in the following ways

1. Digital information (emails) are stored on encrypted hard drive.
2. Written correspondence (letters) are either stored in a lock cabinet or scanned and stored on an encrypted hard drive.

We keep both types of your information for 5 years. We will then dispose of your information by shredding (paper correspondence) or digital encrypted deletion (emails).