

Croxden Parish Council Privacy Policy

Our contact details

Name: Croxden Parish Council

Address: 6 Alexandra Crescent, Uttoxeter, ST14 7LQ

Phone Number: 01889 566393

E-mail: croxdenparishclerk@gmail.com

Website: www.croxdenparishcouncil.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email addresses that are received by the Council to both the Clerk email address and the newsletter email address.
- Employee data

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 one of the following reasons:

- Resident enquiries to the Council via email
- Newsletter database (created in 2024)
- Contractual obligations with the Council.

We use the information that you have given us in order to reply to residents enquiries. We use the newsletter database to issue a Parish Council newsletter to residents who have opted into the database.

We may share this information with East Staffordshire Borough Council or Staffordshire County Council, but only with residents prior permission.

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

(a) Your consent.

You are able to remove your consent at any time. You can do this by contacting the Parish Clerk – croxdenparishclerk@gmail.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

We have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and implement security standards and controls to prevent any unauthorised access to it. Information which you have provided us will be stored securely. It will only be used for the purpose(s) stated when the information was collected.

Please see the Croxden PC policy on Document Retention and Dispose (including Appendix A). We will dispose your information as stated in that policy. The policy for retention and disposal of documents policy (including Appendix A, which can be viewed on the website – www.croxdenparishcouncil.co.uk)

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Croxden Parish Council – croxdenparishclerk@gmail.com or 01889 566393 or post: 6 Alexandra Crescent, Uttoxeter, ST14 7LQ if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Croxden Parish Council – croxdenparishclerk@gmail.com or 01889 566393 or 6 Alexandra Crescent, Uttoxeter, ST14 7LQ

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

| Date last Ratified/Approved | Version Number | Revision/Amendment Made | New Review date |
|-----------------------------|----------------|-------------------------|-----------------|
| 10.01.2024 | 1 | Policy adopted | May 2024 |
| 08.05.2024 | 1 | | May 2025 |