



PRIVACY NOTICE AND PROTECTION OF PERSONAL INFORMATION

East Dean & Friston Parish Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the General Data Protection Regulation (GDPR) in respect of any personal information you give us. Our registration number with the Information Commissioner's office is **Z1716424** and may be viewed at **the Information Commissioner's Office website:** <https://ico.org.uk/>.

What do we mean by personal information?

The GDPR covers any data which concerns a living and identifiable individual and includes such things as name, address, age or telephone number.

What is my personal information used for?

The Clerk holds details of the Electoral Register for the Parish and details relating to employees, councillors, residents, contractors, volunteers, hirers of the cricket pavilion, and parties such as local authorities, government departments and charities, all for lawful administrative purposes including commenting on planning applications, and handling electronic communications.

Where did it come from?

The Electoral Register is supplied to the parish council by Wealden District Council. All personal details relating to planning applications are of public record with the South Downs National Park Planning Authority. Other data will have been supplied by employees, councillors and organisations or volunteered by you personally in connection with enquiries or contracts.

Who can view my personal information?

It may be necessary for the councillors and clerk to view certain personal data such as addresses when considering planning applications and other administrative matters.

Your personal information will NOT be disclosed to third parties unless required by law or with your prior written consent.

How do you store my personal details?

We only store your personal information when volunteered to us by you or when it forms part of the public record within the Council's Minutes.

The information is held and managed by the Parish Clerk.

You have the right to have any personal information amended at any time.

Records Management

The Council records, mainly in digital format are kept at the Clerk's working location which is her home. Some paper records are also held in a locked filing cabinet in the Village Hall. All disposed data is shredded prior to disposal.

The data held by the Clerk is held on a password-protected Council computer which remains the property of the Parish Council.

The council will keep different types of data for different lengths of time, depending on legal and operational requirements. An audit of data will be carried out at least once a year to dispose of information no longer required.

How will you contact me?

On occasion we will use your personal information to contact you at the address you have provided us with.

Your personal information will NOT be sold or disclosed to any third parties unless required by law or with your written consent.

How to make a complaint

Please contact the Clerk in the first instance. Complaints may also be sent directly to the Information Commissioner: email casework@ico.org.uk; phone: 0303 123 1113; post: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

How to get a copy of your information

We will try to be as open as we can in terms of giving you access to your information. You can find out if we hold any personal information about you by requesting the data under the new General Data Protection Regulation.