



# Savernake Parish Council

## Data Privacy Policy

### What data we may hold for you

Data held may include name, address, (from the Electoral Roll) and email and phone number if provided. All parishioners are encouraged to provide this information to their parish council for ease of communication.

Savernake Parish Council will be referred to as the 'Controller' of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location based information. This can however include name, address, email, phone number.

### Why we collect your data

We need to know this basic data in order to provide a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### How we look after your data

Savernake Parish Council is responsible for the security of the personal data we hold. It is used by the council solely for the purpose of Parish Council business. This information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on our Data Protection Policy can be found on our website.

### What we do with your data

We will use your contact details to notify you of the Annual Parish Meeting or other important information Savernake Parish Council needs to disseminate to all parishioners. Our preference (for cost and efficiency reasons) will be to do this by email or by post if you specifically request this. Telephone numbers would only be used in emergencies, if at all.

If you have contacted us via email or by post asking for a copy of the data we hold on you then we will use the data you have provided to process your request.

### How long we keep your data

We keep the information we hold on you until no longer relevant, ie, we are notified that you are no longer a parishioner, or until you notify us that you want the information you have provided removed from our records.

**What are your rights?**

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate. If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office at <https://ico.org.uk/>