

Wigginton PC Declaration of Privacy Policy and GDPR

As of 25th May 2018, all organisations that store, manage or use data collected from the public will be accountable for the way it is handled. To this end, the Council is obliged to make you aware of what information we store and how it is used. This is a requirement of The General Data Protection Regulations 2018 (GDPR). Wigginton Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

1. The Council is an employer and use a payroll provider. Information about employees is therefore passed to a third party with the consent of employees. Generally, it is not the policy of Wigginton Parish Council to pass information to third parties unless legally required to do so e.g. HMRC
2. The Council also awards grants to Community groups within the Parish. Details retained are for the purpose of contacting individuals and are not passed to any other organisations.
3. The Council can be contacted by phone, e-mail or via the Council's website. In every contact, the Clerk retains contact details only for as long as it takes to satisfy the information or reporting requirements of the individual concerned. Any such information retained electronically is subject to the protocols included in the Council's Information and Data Protection Policy and Retention and Disposal Policy.

Documents will be retained for as long as legally obliged or will be archived and stored appropriately. We hold an Information Commissioners Office Certificate of Registration. A Retention and Disposal Policy is available on the website.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Your rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@wiggintonhertspc.org.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@wiggintonhertspc.org.uk

Information Deletion

If you wish Wigginton Parish Council to delete information about you please contact: clerk@wiggintonhertspc.org.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact: clerk@wiggintonhertspc.org.uk

Rights Related to Automated Decision Making and Profiling

Wigginton Parish Council does not use automated decision making or profiling of individual personal data.

In summary

In accordance with the law, we:-

- Only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- Do not use your data for purposes other than those specified.
- Make sure your data is stored securely
- Do not use profiling; we do not sell or pass your data to third parties.
- Delete all information deemed to be no longer necessary and review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Wigginton Parish Council Data Information Officer: clerk@wiggintonhertspc.org.uk , the Data protection Officer www.audit-iac.com or the Information Commissioners Office casework@ico.org.uk.

Adopted: March 2023

Review date: March 2025