

Little Rissington Privacy Policy

(Last reviewed May 2018)

Little Rissington Parish Council is registered as a data controller under the Data Protection Act (ICO Registration ZA329331) as we collect and process personal information about you.

We process and hold your information to provide public services. This Privacy Policy sets out how Little Rissington Parish Council uses, shares and protects any information that you give us when you communicate with us. Information may be collected on a paper or online form, by telephone, email, by the Clerk or council member or by one of our partners.

Little Rissington Parish Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

Little Rissington Parish Council will review and update this privacy policy to reflect changes in our services, feedback from users and to comply with changes in the law. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from May 2018.

What we may collect

We may collect the following information:

- Your name
- Contact information including email address
- Demographic information such as address and postcode
- Other information such as your telephone number if you have asked to be contacted by us

Why do we collect information and how will we use it?

We require this information to provide services to you, for example

- To enable us to e-mail you with community news and information
- To enable us to keep records relating to the allotments in regards leases and to financial transactions
- To help us deliver public services and statutory obligations
- To keep records of attendance at community meetings and events
- For the services you requested and to monitor and improve the Council's performance
- To ensure we meet our legal obligations
- To prevent fraud and crime
- To allow the statistical analysis of data so we can plan the provision of services
- To process financial transactions including grants, payments and benefits involving the Council or when we are acting on behalf of other government bodies e.g. HMRC or the Charities Commission

Security of your information and Retention Periods

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online or otherwise.

We will not disclose any information that you provide in confidence to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk. We will inform you about this at the time.

We will endeavour to keep your information accurate and up to date and not keep it longer than necessary. More information about our retention periods on specific data can be obtained from the Parish Clerk. In some instances, there is statutory periods set by law that we need to adhere to. We will dispose of paper records and delete electronic personal information in a secure way.

When you use our website www.littlerissington.net

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

The website uses cookies to improve the users experience whilst visiting the site which are small files saved to a website that track, save and store information about the user. If you want to deny the use and saving of cookies from this website, please take the necessary steps on your web browser.

We may process your information overseas using web services that are hosted outside of the European Economic Area but only with data processing agreements that meet our obligations under the Data Protection Act.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you.

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

You have the right to ask us to delete any personal information we have collected from you. Please write or e-mail us using the addresses below asking us to do this. Where possible we will seek to comply with your request, but please note that we may be required to hold or process information to comply with a legal requirement.

You are legally entitled to request access to any information about you that we hold and receive a copy free of charge.

Information Sharing

We may need to pass your information onto other organisations that provide a service requested by you. These providers are obliged to keep your details secure and use them only to fulfil your request. We may disclose information to other partners when necessary to comply with a legal obligation or where permitted under the Data Protection Act, e.g. when the disclosure is necessary for the purposes of the prevention and detection of crime.

Detect and Prevent fraud or crime

Little Rissington Parish Council is required by law to protect the public funds it administers. We may use any of the information you provide to us for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing, administering public funds or where undertaking a public function to prevent and detect fraud.

Section 68 of the Serious Crime Act 2007 enables public authorities to disclose information for the purposes of preventing fraud.

Further Information

If you would like to know more please contact the Clerk and Responsible Financial Officer, Mrs Catriona Crompton on 01451 824181 or email clerk@littlerissington.net or write to us at:

Mrs Catriona Crompton
Little Rissington Parish Clerk
13 Mitchell Way
Upper Rissington
Glos.
GL54 2QD