

## **Minal Parish Council**

Minal (Mildenhall) Parish Council is a data controller under the General Data Protection Regulations. This statement applies to members of the public, Councillors and staff.

### **What data do we collect about you?**

The data we may collect and hold about you is likely to be:

1. Name
2. Address
3. Email address
4. Phone number
5. Financial information for contractors such as account numbers etc.
6. Sensitive personal information such as date of birth etc for the employee (Clerk).

### **Why do we collect information about you?**

Minal Parish Council holds the Electoral Register for Mildenhall village. If you email us we may keep a record of your contact details and your email address for our record keeping. We need to collect and hold information about you in order to:

- Deliver public services
- Understand your needs to provide the services that you request.
- Understand what we can do for you and inform you of relevant services
- Allow us to undertake statutory functions efficiently and effectively.
- Confirm your identity and make sure we meet our statutory obligations.
- Help us build a picture of how we are performing and what residents need.
- To process financial transactions.

### **How we use your information?**

We will use the information you provide in a manner that conforms to data protection laws. We will endeavour to keep your information up to date and not keep it longer than is necessary. In some instances, the law sets out the length of time information has to be kept.

We will process your information for the following purposes:

- To allow us to be able to communicate and assist you with any services you require.
- To ensure that we meet our legal obligations.
- To process financial transactions and collect monies owed to us.
- To prevent and detect fraud or crime and where necessary for law enforcement functions.
- Emergency Response management – in conjunction with the emergency services to identify individuals who may need additional support in the event of an emergency eg adverse weather, evacuation.
- To allow statistical analysis of data so we can plan the provision of services.

### **Information Sharing**

We will not pass any personal data onto third parties, other than those who either process information on our behalf, or because of a legal requirement or for the purposes of the prevention and/or detection of crime. These providers are obliged to keep your details securely and use them only to fulfil your request.

We will not disclose any information that you provide in confidence to us, 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 at risk. You will be told about this. If we wish to pass sensitive or confidential information onto a third party, we will only do so once we have obtained your consent which we are legally required to do.

At no time will your information be passed onto organisations external to us and our partners, for marketing or sales purposes or for any commercial use without your prior express consent.

### **Using our Website**

The Minal Parish Council website does not store or capture personal information but merely logs a number called your IP address which is automatically recognised by the system. The website will record personal information if you contact us and leave your details for us to respond.

We employ cookie technology to help log visitors to our website. A cookie is a string of information that is sent by a website and stored on your hard drive or temporarily in your computer's memory. The information collected is used for the administration of the server and to improve the service provided by the website. No personal information is collected this way. You can reject the use of cookies but this can slow the website or fail to recognise it if you use it regularly.

This only covers the Council website maintained by us and does not cover other websites linked from our site.

### **Protecting your Information and Your Rights**

Councillors and the Clerk are aware of Data Protection processes. Paper records are locked and not kept for longer than needed. We will dispose of paper records or delete any electronic personal information in a secure way.

You are legally entitled to request access to any information about you that we hold and a copy. Please contact the Clerk to the Council details below should you wish to make a request or have any queries with regards to this notice. For more information on other rights that you have in relation to your data please refer to the Information Commissioner's Office (ICO) website [www.ico.org.uk](http://www.ico.org.uk). You have the right to make a complaint to the ICO about how your data is being handled but we request that you please first raise any concerns directly with the Council.

Clerk to the Council – Mrs S Hine 01672 512847 [shine18@btinternet.com](mailto:shine18@btinternet.com)