

Privacy Statement of Peakirk Parish Council

This privacy policy sets out how Peakirk Parish Council uses and protects any information that is given to it. Peakirk Parish Council is committed to ensuring that your privacy is protected.

Data Protection legislation promotes individuals to take control of their personal data through a series of rights. The Data Protection Act 2018 places obligations on the council as a data controller and requires it to respect the principles of fair processing when handling your personal information. All processing must be fair and lawful, used only for a specific purpose, adequate, relevant and not excessive, accurate, kept securely, kept up to date and kept for no longer than is necessary.

Peakirk Parish Council processes and holds information in order to provide public services.

Information may be collected by telephone, e-mail, on paper, on-line, by the Clerk or by a Parish Councillor.

What information do we hold and use?

- Parish Council members name, address, telephone number and e-mail address
- Parish Council members declarations of interest forms
- Details of the Electoral Register for the Parish
- Information relating to planning applications
- Invoice details for maintaining and managing accounts and records
- Peakirk Emergency Plan
- Staff details for employment processes

Parish Council Members – are required by law to complete a register of interest which contains personal data. This is in the public domain and is published on Peterborough City Council's website.

Staff – the Parish Council holds personal data supplied by staff for recruitment and employment purposes, used for the administration of payroll and other requirements of employment law. The data will not be disclosed to other parties except as required by law. Personal data supplied by unsuccessful applicants will be destroyed after six months. Data provided by employees will be retained for a minimum of two years after their employment ceases.

Invoices – Peakirk Parish Council is required to be transparent in all its transactions. All payments for goods and services are recorded in the council minutes, published on the parish council website. Details of bank account numbers and sort codes will never be disclosed to third parties other than as required by law. Documentation supporting payments is made available to auditors for scrutiny purposes as required by law.

Residents – residents and members of the public will usually contact the parish council by e-mail to the clerk. In contacting the clerk and/or a parish councillor the communication is made to the Parish Council as a whole. Information may be shared between the clerk and all parish councillors. If the matter of concern is in respect of a service or matter controlled by a different public body, organisation or person then the content may be shared with that public body, organisation or person in order to seek a resolution. Personal contact details will not be passed on without the consent of the individual.

Peakirk Parish Council has undertaken an audit of the information it holds. This data audit lists the information that is kept, the reason for processing it and how long it will be retained. Peakirk Parish Council's Data Audit can be found on the parish council website.

All reasonable technical and organisational precautions are taken to prevent the loss, misuse or alteration of personal information or any other information provided to the Parish Council. Information is held and managed by the clerk – council records are kept at the clerk's working location on a password-protected computer. Disposed data is shredded prior to disposal.

The General Data Protection Regulation provides rights for individuals who can request to see any data held about them. More information can be found at

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

If you have a concern about the way we are collecting or using your personal data please contact the Clerk to the Parish Council on clerk@peakirk-pc.gov.uk