

Old Marston Parish Council Privacy Policy

Your personal information is being processed by Old Marston Parish Council. Old Marston Parish Council is devoted to managing personal information in line with current legislation and best practice, this includes the General Data Protection Regulation (GDPR). Whenever you provide personal information, it will be treated accordance with this policy.

Description of processing

The following is a broad description of the way Old Marston Parish council processes personal information:

Reasons for processing information

Personal information is processed to enable Old Marston Parish Council to award grants, purchasing Exclusive Rights to Cemetery plots or for accounting purposes.

Type of information processed

Old Marston Parish Council processes information relating to the above purposes. This information may include:

- Personal details such as name, address and contact details.
- Bank account details

Old Marston Parish Council has no need to process sensitive classes of information.

Who the information is processed about:

Old Marston Parish Council process information regarding the person named in the grant application form.

Who the information may be shared with:

Old Marston Parish Council will not share this information with any third party.

All information below will be kept for 6 years for VAT and accounting reasons

- Application Forms
- Grant Agreements

Retention Details

Where Stored	Electronic and Paper
Authority:	Old Marston Parish Council
Information Asset Owner:	Parish Clerk
Location Held:	Laptop and Secure Filing Cabinets
Permanent Preservation:	No
Sensitive Personal Data:	No

Right of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information will be processed.
The right of access	Data subjects have the right to learn what Personal Identifiable Information is held on them by whom and why
The right of rectification	Data subjects can request corrections to their Personal Identifiable Information
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their Personal Identifiable Information.
The right to data portability	Data subjects can ask for their Personal Identifiable Information in machine readable format or to have it sent to another organisation.
The right to object	Data subjects can object to organisation processing their Personal Identifiable Information.
Automated decision making and profiling	Protection against targeted marketing and decision making.

If you need more information regarding rights, you can do this by contacting the Information Commissioners Office (ICO) website or for more specific enquires to clerk@oldmarston-pc.gov.uk

Adopted:	Minute Reference	Signed by Chair
16 th May 2022	22/05/20	Duncan Hatfield
15 th May 2023	23/05/19	Duncan Hatfield
May 2024		