

Privacy Notice for Hutton Cranswick Parish Council

The Purpose of this Notice is to comply with The Data Protection Act 2018 (DPA18).

“Personal data” is any information about a living individual which allows them to be identified from that data e.g. a name, photographs, video, email address, or address.

We use your personal data for some or all of the following:

- To comply with the Localism Act 2011 (Register of Interests),
- To maintain our accounts and records,
- To contact you.

We hold some or all of the following information about you:

- Title(s) and name(s)
- Contact details,
- Gender, employment history of you and your family, academic/professional qualifications, membership and/or appointment to Bodies, voluntary work,
- Financial information.

We use your personal data to comply with some or all of the following:

- Our Powers and Duties,
- HM Revenue and Customs Regulations,
- Article 6 of the General Data Protection Regulation 1(b) *compliance with a legal obligation* and 1(e) *public interest*.

We collect your information in some or all of the following ways:

- Communication,
- Applications,
- Tenders,
- Invoices.

We will share some or all of your information with?

- East Riding of Yorkshire Council,
- The Public,
- Auditor(s) in compliance with the Annual Governance and Accountancy Return,
- HM Revenue and Customs Regulations,
- Specialists and /or advisors,
- Or not at all.

We store and keep your information secure as follows:

- We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable information.
- We never make your personal details available to others for marketing purposes.
- We maintain retention schedules to ensure that information is only held for as long as it is needed.

What rights do you have?

When exercising any of the rights listed below, in order to process your request, we may need you to provide proof of identity, for your own security, before you can exercise these rights.

- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object

Where can I find out more?

If you want to know more about how the Council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us, at clerk@huttoncranswickpc.gov.uk, in the first instance.

Alternatively, you can contact the [Information Commissioner's Office](#).