

Privacy Policy - Playford Parish Council

This privacy policy sets out how the Playford Parish Council uses and protects any information that you give Playford Parish Council.

Playford 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.

Playford Parish Council may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 6th March 2018

What we collect

We may collect the following information:

name and address and contact information including email address

What we do with the information we gather

We only collect this information if we you have asked us to act on your behalf or you have contacted us with a query or problem either by phone, email, letter or word of mouth.

Security

We are committed to ensuring that your information is secure. In order 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.

Controlling your personal information

You may choose to restrict the use of your personal information in the following ways:

- if you have previously agreed to us using your personal you may change your mind at any time by writing to or emailing us at playfordpc@hotmail.co.uk

We will not sell, distribute or lease your personal information to third parties.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please email playfordpc@hotmail.co.uk.

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

Neighbourhood Plan.

The Neighbourhood Plan committee is at the moment - Jan to Dec 2018 - collecting data from villagers to form the basis of the plan. Data being collected include name, address, age, gender, employment status and disability status. Completion of this part of the questionnaire is voluntary.

The website where this data is collected and processed is secure and as soon as the data has been analysed all personal data will be deleted.

Adopted

7th March 2018