

## CLIFFE PARISH COUNCIL

### PRIVACY POLICY

#### Declaration

Cliffe Parish Council (the Council) recognises its duty under the 2018 General Data Protection Regulation (GDPR) to responsibly process any personal data we hold about you whether you be a councillor, employee, resident, service provider or ad hoc contact. Processing your personal data includes obtaining, collecting, recording, handling, storing, transferring, sharing and deleting your personal data.

The Council is the “Data Controller”, the Clerk is the “Data Processor”. Currently parish councils are exempt of the need to appoint a Data Protection Officer. Should the need arise, the Council will take further advice as required.

#### Sharing your personal data

We will only share your personal data with others when it is necessary in pursuance of a **Public Task**, as a **Legal Obligation**, a **Contract** necessity or if in your **Vital Interest**. If none of these legal reasons apply we will seek your **Consent**.

#### Managing your personal data

We will only retain personal data about you as long as is necessary to complete a Public Task, fulfil a Legal Obligation or a Contract necessity. We may, with your consent, store your personal data for future contact.

#### Your rights

- You can request a copy of your personal data.
- You can request amendment to, or deletion of your personal data, which, if appropriate will be actioned.
- You can object to the use of your personal data when used in the pursuance of a public task.
- If data is held based on consent, you can remove that consent.
- You can lodge a complaint about our handling of your personal data with the Information Commissioners Office, however, we would welcome the opportunity to resolve your issue before you take this step.

#### Data Audit

To safeguard your personal data, the Council will annually review its Data Audit to ensure that it is current and reflects ongoing experience. The Data Audit does not contain any personal data but sets out the way in which we process all the personal data in our possession.

#### In relation to our website

**Use of Cookies** – we do not use cookies for personal information. We do use cookies to monitor interest in the topics displayed on our website in order to gather the data necessary to offer the best service to our users. You can disable the cookies if you wish but it may prevent you taking full advantage of the site.

**Links to other sites** – our website may contain links to other websites which we think may be of interest to our visitors. It should be noted that once you have used these links to leave our site we do not have any control over other websites or their privacy policy.

### **Contact Details**

If you wish to contact the Parish Council please contact the clerk by email at: [cliffepc@gmail.com](mailto:cliffepc@gmail.com) or call 01757 630077 or write to Mrs Julie Leighton-Eshelby, 7 Carr Close, Hemingbrough, Selby, YO8 6YU.

Date Adopted: 09/07/2018

Signed: Councillor A Holman  
Position: Acting Chairman