

EAST WITTON PARISH COUNCIL



Information Privacy Notice

The Parish Council holds personal information on Councillors, staff, contractors and individuals it has contact with. This information will be stored securely, whether electronically or as paper records, so that only authorised people can use it, within the scope of their authority. Such information is only retained for as long as necessary.

Electronic records are stored on a password-protected computer held by the Parish Clerk. The password is changed regularly. The laptop has anti-virus and firewall software installed and is regularly backed-up.

Parish Councillors hold contact details of individuals in touch with them. All Councillors' computers are password protected.

Paper records are stored in the clerk's office.

Records could be required by criminal justice agencies or Her Majesty's Customs and Revenue.

Contact Details

Subject Access Requests or questions about the Parish Council's policy or procedures should be directed to the Clerk, East Witton Parish Council: Email: sarahloissayer@btinternet.com Telephone: see website <http://www.eastwittonparishcouncil.co.uk/>.

Parish Council Data Controller: Sarah Sayer, Parish Clerk working with Councillor Mary Fawbert

Parish Council Data Protection Officer: Not appointed

For further advice and information, or to complain about the Parish Council's management of personal information, please contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF www.ico.gov.uk

Approved: 23 May 2018