

Correspondence Privacy Policy Approved and Adopted Minute 15, 18.05.18

Your personal information is being processed by Graffham Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us to process your correspondence

Type of information processed

We process information relating to the above purposes. This information may include:

- personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person giving the correspondence

Who the information may be shared with

We may need to share this information with a third party.

These third parties may include. Local and Central Government, Ombudsmen and Regulatory Authorities and Law Enforcement agencies.

Continues

Retention policy

Rights of Data Subjects

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

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at.

(Ben Malley, Data Protection Officer, Email: ben@dmpayrollservices.co.uk.)

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date:

Retention Period	Will be kept until the cause of the correspondence is dealt with.
Where stored:	Electronic, paper
Authority:	Graffham Parish Council
Information Asset Owner:	Graffham Parish Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No