

## Sole Trader Privacy Policy

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 organisation processes personal information:

### Reasons/purposes for processing information

We process personal information to enable us to maintain contracts and accounts.

### Type/classes of information processed

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

- personal details
- goods and services
- financial details

### Who the information is processed about

We process personal information about the sole trader employed by the council.

### Who the information may be shared with

We sometimes need to share the personal information we process with the individual them self and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- business associates, professional advisers
- local and central government
- financial organisations
- ombudsmen and regulatory authorities
- credit reference and debt collection agencies
- examining bodies

### **Retention policy**

<b>Retention Period</b>	Financial record will be kept for 6 years + current year for audit purposes. Personal details will be kept for the duration of the contract.
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Graffham Parish Council
<b>Information Asset Owner:</b>	Graffham Parish Council
<b>Location Held:</b>	Electronically or Secure File

<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

### Rights of Data Subjects

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their PII
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to organisation processing their PII
<b>Automated decision making and profiling</b>	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 you can contact:

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

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

Signature:

Date: