

# UPPER SHERINGHAM PARISH COUNCIL

## PRIVACY STATEMENT

In order to operate efficiently, the Parish Council has to collect and use information about people with whom it works and regards the correct treatment of personal information as very important to its successful operation and to maintain confidence with those whom it carries out business.

Personal information collected, held and used, whether it is on paper or electronic, will be handled and dealt with lawfully and correctly. This personal information will be collected from members of the public, current, past and prospective employees, clients, customers and suppliers.

Personal information may be processed on the basis that such processing is necessary for the performance of tasks carried out by the Parish Council acting in the public interest, out of contractual necessity or on a lawful basis.

The Parish Council uses the information given to it only for the specific purposes for which it has been provided. Any personal information provided will only be used by the Council, its agents and service providers and will not be disclosed unless permitted or obligated to do so by law. Personal information will only be held for either the time required to provide a given service or as required on a lawful basis.

A Data Subject (ie someone who we hold personal data for) has certain rights, they can access data held about themselves. A request for data must be made in writing to the Council either by email or letter, this is known as a Subject Access Request (SAR).

The Parish Council is the data controller with data protection managed by a Policy. The Parish Clerk is responsible for processing data.

Information can be obtained from the Clerk, Sally Gill, telephone number 01263 514559 and email address: [uppersheringhampc@gmail.com](mailto:uppersheringhampc@gmail.com)

Further information about the General Data Protection Regulations, May 2018, your rights and the Council's obligations can be found on the ICO website: <https://ico.org.uk>

Reviewed November 2022