

SKELTON CUM NEWBY 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 and virus 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, Skelton cum Newby Parish Council:

Email: skeltonparishcouncil@outlook.com

Telephone: see website <http://skeltoncumnewbyparishcouncil.btck.co.uk>

Parish Council Data Controller: Councillor Brian Derry, working with other Councillors and the Parish Clerk.

Parish Council Data Protection Officer: Councillor Brian Derry

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: January 2018
Due for review: January 2020