

# **Rushden and Wallington Parish Council Privacy policy – July 2021**

This policy gives you examples of the information we collect and the reasons why we collect it.

## **Information we collect**

When you give your personal information by writing or emailing the Parish Council, by phoning the Parish Council Clerk or a Parish Councillor, you are giving us information that we collect.

### **That information may include:**

- name
- physical address
- email address
- phone number

### **Other details may include:**

- gender
- occupation
- other demographic information

By giving us this information, you consent to your information being collected by us.

All personal information that we collect, we will only use to deliver the service you ask for.

### **Why do we collect information?**

- To keep an accurate, up-to-date record of Parish Council correspondence and activities.
- To respond to any feedback, if you have asked us to.
- To answer any questions you have asked us.
- To send you updates about local administrative matters, if you have asked us to.

### **Changes to our privacy policy**

We may change our privacy policy from time to time, but we will always display the updated version on the village notice boards and websites.

### **Who does this policy apply to?**

The policy covers employees of the Parish Council, whether they are paid employees or volunteers. It also covers Parish Councillors on the occasions when they need to hold or process personal data about individuals during the course of Parish Council business.

### **How to contact us**

If you have any questions or concerns about our privacy policy please get in touch by writing to:

The Parish Council Clerk  
Rushden and Wallington Parish Council  
c/o Derby Arms Cottage  
21 The Street  
Wallington  
Baldock  
SG7 6SW

# **Rushden and Wallington Parish Council Data Protection Policy**

## **Access to the information we hold about you**

### **What information do we hold about you?**

If you contact Rushden and Wallington Parish Council you will often give personal information such as name and address. People and organisations who know you, such as North Herts District Council or North Herts District Council, may give us information about you too if it is relevant – for example if you make a planning application.

We hold this information about you securely, and it is only visible to the Parish Council Clerk and Parish Councillors who need to use it.

### **Changes to our data protection policy**

We may change our data protection policy from time to time, but we will always display the updated version on the village notice boards and websites.

### **Who does this policy apply to?**

The policy covers employees of the Parish Council, whether they are paid employees or volunteers. It also covers Parish Councillors on the occasions when they need to hold or process personal data about individuals during the course of Parish Council business.

### **Apply to see your personal information**

You can ask to see any information we hold about you as part of the General Data Protection Regulation. Your request must be made in writing. You'll need to provide proof of identity and address with the request so we can verify your right of access to the information. You may be required to pay a fee of £10. We will respond to any such requests within 40 days.

Please send any requests to:

The Parish Council Clerk  
Rushden and Wallington Parish Council  
c/o Derby Arms Cottage  
21 The Street  
Wallington  
Baldock  
SG7 6SW