

## Privacy & Data Protection

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Item	Purpose
	The personal information that the council holds about you and other people in the parish is governed by the 2018 Data Protection Act. This document explains how the council collects, stores, manages and disposes of personal information about you.
Legal basis	The General Data Protection Regulation sets out how the council can use any information it collects. The full set of governing documents is available on our website.
Importance to you	Acting as a councillor, if you are given information about a person or situation that requires you take some kind of action (for example, discussing it in a public meeting or reporting something to someone else), you need to have explicit consent to do this. In an email, you can write back and ask 'Can I tell . . . about this?' or if you're in conversation, simply checking that it's OK to pass on the information is sufficient. You don't need to know all the details of this privacy notice. <i>Breaches of data protection are taken very seriously.</i>
Key Points	<p>1 Defines what personal information is                      4 Explains how the council can use this information                      5 Lists the data we process (including names and addresses)                      6 How we can use personal data                      10 What is the legal basis for using personal information.                      14 Your rights in connection with personal data.</p> <p><i>If you hold a mailing list of email addresses on your computer or device that you intend to use in your work as a councillor, please take separate advice from the Clerk.</i></p>

### Notes

Accessibility	If you need this document in paper format, please contact the Clerk's Office
Reference	MPC QG Privacy
Prepared	18 Feb 2021