

Heaton - with - Oxcliffe Parish Council

Privacy Policy (Version 2: APPROVED 16.07.2020)

1. This privacy policy informs you about the information which the Parish Council collects from residents of the Parish and from other people who get in touch with it. We are required by law to make clear who we are, why and how we use data and the rights people have over their data.

2.1 Who we are

The Heaton-with-Oxcliffe Parish Council is a public statutory body.

It is elected by residents to serve the local area of Heaton-with-Oxcliffe. Council members are elected to serve for four years.

All enquiries by post, telephone or email should be directed to the Parish Clerk (*see contact details at the end of this document*).

2.2 Our purpose

The Council exists to promote and protect the interests of the local community and to provide local services either directly or in support of Lancaster City Council and/or Lancashire County Council.

2.3 How we use the data of residents in the Parish and others who get in touch with us

We access data on residents from public sources (e.g. the electoral register). We access data on residents and on other people when they write to, email or telephone the Parish Clerk or members of the Parish Council (whose names and addresses are to be found on the Parish website). We use this data to provide residents and others with information and services such as our *Newsletter*, our *Annual Report*, mailings, surveys and more.

2.4 How long data is kept

We keep enquiry emails and records of telephone enquiries for up to three years.

2.5 Participation in a survey

Surveys conducted by the Parish Council do not normally ask for names and email or postal addresses from respondents.

We will use any data provided only for enquiry purposes as specified in each survey.

Once survey responses have been collated and analysed, the responses will be deleted or destroyed.

2.6 When you use our website

Our privacy policy applies to all pages of our website (<http://www.associationforeducationandageing.org/>)xxx

We do not use cookies on the website; nor do we include third party advertising cookies

The website may include links to external sites over which we have no control. We do not guarantee the accuracy or security of external sites.

2.7 Data security

We do not use data for profiling. We do not share data provided to us with any third party individuals or organisations. We make sure data is stored securely. This Privacy Policy is reviewed at regular intervals to check that data in our possession remains secure.

3.1 Your rights as a data subject

By law, you can ask us what data we hold about you and you can require us to correct or delete it if it is inaccurate. You may withdraw

your consent for us to process your data at any time and can require us to erase that data.

To submit a request regarding your data by email, post or telephone, please contact the Parish Clerk (*see details at the end of this document*). We reserve the right to verify your identity when you make contact.

3.2. Your right to complain

If you have a complaint about our use of your data, we ask you to contact the Parish Clerk in the first instance so that your complaint can be addressed. You have the right to contact the Information Commissioners Office at casework@ico.org.uk or tel: 0303 123 1113.

4.1. Updates to this privacy policy

If appropriate, we may update this privacy policy as our services and use of data evolve. If we want to make use of your data in a way which we have not previously identified, we will contact you to ask for your consent.

4.2. Document control

The version number and date of this document will be updated each time it is changed and the current version will be available on our website.

Parish Clerk: Adrian Osmotherley, 106 Broadway, Morecambe, LA4 5XZ. Tel: 07916029265

clerk@heatonwithoxcliffepc.org.uk