# Privacy Notice for Broomfleet Parish Council

### What do we use the information for?

We use this information to deliver……..

* *Reference*
* *Conduct Parish Business*
* *Send correspondence*

## What information do we hold and use?

We collect and process the following information:

* *Personal information allotment rentals – Contact details*
* *Personal Information grazing agreements – Contact details*
* *Register of Electors – Name & Addresses*
* *Register of Interest – Councillors contact details only*
* *Payroll information – Staff details*

## On what grounds do we use the information?

Processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller

The data subject has given **explicit consent** to the processing of those personal data for one or more specified purposes.

## How do we collect this information?

*ERYC, Telephone calls, emails, letters, minutes, website.*

## Who we share your information with?

East Riding of Yorkshire Council – To help assist us in Parish matters, also Councillor details are shared to meet the Transparency code / Register of Interest.

Minutes and Website if permission is given

**How long do we store it and is it secure?**

The Council has retention schedules in place to ensure that information is only held for as long as it is needed. For information on how long your information will be held visit the retention page for Parish Councils.

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.  However, you recognise that your use of the Internet and our website is entirely at your own risk. We have tried to create a secure and reliable website for our users. However, we have no responsibility or liability for the security of personal information transmitted via the Internet.

## What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. All of the rights you could have outlined upon the data protection rights page. In most cases, people who have been involved with Broomfleet Parish Council will have the following rights:

* The right of access
* The right to be informed
* The right to rectification
* The right to object

## Where can I find out more?

If you want to know more about how the Council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance; contact details are available on the [general privacy information](http://www2.eastriding.gov.uk/council/governance-and-spending/how-we-use-your-information/privacy-information/general-privacy-information/) page. Alternatively, you can contact the [Information Commissioner’s Office](https://ico.org.uk/).