

## Data Protection - Privacy Statement

You may already know, from letters you have received similar to this, that the EU General Data Protection Regulation (GDPR) 2016/679 is in effect from 25<sup>th</sup> May 2018 to protect you and the personal information organisations - including this Parish Council - hold about you.

This Parish Council is what is termed a "Data Controller" and is responsible for deciding how we use the data we hold about you in a way that is lawful, fair and transparent. The Parish Clerk is our "Data Protection Officer" (DPO) whose job is to make sure that the management of information collected by the Parish Council complies with the Regulation.

You will find a copy of our GDPR Policy on the village website ([www.berghapton.org](http://www.berghapton.org)). It sets out how we will fulfill our obligation to you and how we will comply with this new Regulation. It includes a summary of your rights including the right to be informed; to access your information; to amend it; to erase it; to object to its content; and not to be subject to automated decision-making. You have the right, if you believe that our handling and storage of your information breaches the terms of the GDPR, to lodge a complaint with the Information Commissioner (ICO)

We must also tell you why we hold personal data about you, what we propose to do with it and for how long we will store it. We give you the answers to these questions at the end of this letter.

We will at no time share the information we hold about you with any other person or organisation without contacting you to ask your permission, and without you having given that permission.

Our Parish Clerk is Julie Gosling. If you need to contact her on any issue in respect of the GDPR her email address is [clerk@berghapton.org.uk](mailto:clerk@berghapton.org.uk). Her phone number is 01508 480416.

David Skedge  
Chairman, Bergh Apton Parish Council.

About the information we hold on you:

Q: **Why do we hold personal data about you?**

A: So that we can tell you about activities and decisions made by the Parish Council that may affect you and about activities in which you may want to be involved.

Q: **What will we do with the information we hold about you?**

A: We will use it to contact you so that we can tell you of those things outlined in the previous answer.

Q: **How long will we store the information we hold about you?**

A: We will hold this information for the duration of a current Parish Council (currently four years). A new Council, on taking office, will review both the information and the way it is held. If there are changes the Parish Clerk will tell you of them.