**GENERAL PRIVACY NOTICE**

Santon Downham Parish Council complies with the General Data Protection Regulation (GDPR) which came into effect on the 25th May 2018 and supercedes the Data Protection Act 1998.

We are a public authority who has certain powers and obligations and the limited personal data we hold is processed for compliance with legal obligation which includes the discharge of the Council’s funtions and powers. We are committed to keeping any personal information accurate and up to date, will not keep data longer than necessary and will always dispose of such securely. Certain data has to be kept permanently but will be kept in a secure manner.

This privacy notice explains how we use any personal information. Personal data is any information including photographs, video’s, CCTV that is about a living individual which allows them to be identified from that data.

This notice applies to all personal data collected for or on behalf of the Santon Downham Parish Council. This includes information collected by letter, email, face to face, telephone or online.

**By using our site you agree to accept this privacy notice.** This notice may be reviewed from time to time so please check back here each time you submit personal data to us.

**How we use your personal information**

The Parish Council collects and uses your personal information so we can provide you with statutory and other services and perform its task. We use your information for the purposes for which you provided the information, including the delivery of services for you. We also use this information to monitor our performance in responding to your request.

We use your information accurately, lawfully, fairly and in a transparent way and for the intended purpose and in the following ways:

* to tell you about services
* to process financial transactions including grants and payments involving the Parish Council
* to help us to verify your identity if you ask for services
* to ensure the Council meets its duties, including those imposed by the Equality and Health and Safety Acts
* where necessary for law enforcement functions, eg licensing, planning enforcement, trading standards and food safety where the Parish Council is obliged to carry out such processing
* to help investigate any concerns or complaints you may have
* where otherwise allowed under law. For further information on the General

Data Protection Regulation (GDPR) which came into effect on the 25th May 2018 please refer to the **Information Commissioner’s website.**

**Third Parties**

Any information we collect may be shared between Parish Council services and with other organisations, such as government bodies, the Police, Health and Social Care organisations.

We will only share personal information when we are permitted to or are required to by law or we have consent to do so as required by law.

The Parish Council does not pass personal data to other organisations for marketing purposes without consent.

Personal information may be processed by an external service provider acting on our behalf to provide services.

**Emails**

Emails sent either by the Parish Council or sent to the Parish Council may be kept as a record of contact. We also store email addresses for future reference. If we need to email sensitive or confidential information we will check we have used the correct email address and may use additional security measures. If anyone needs to send the Parish Council sensitive information, we recommend using the recorded postal service or by hand.

**Your Rights**

You are entitled to request access to and a copy of any information we hold about you. You have a right to ask for factual inaccuracies to be amended.

**Queries and complaints**

If further information is required or if you have a complaint, please contact the

Parish Clerk by email or post:

Email: silv1948@sky.com

Write to: Santon Downham Parish Council , Cherry Tree Lodge, 2 Marks Lane, Santon Downham

Suffolk IP27 0TL