Risby Parish Council

Contact Privacy Notice

Clerk: Ms Joanne Kirk
Tel: 07880 686069
E-mail: clerk@risbyparishcouncil.gov.uk

In May 2018 important changes about the way organisations use and hold personal information were introduced. This notice is designed to explain how and why information about you will be used by Risby Parish Council.

How will we use information about you?
Risby Parish Council is a public authority and processes personal information in order to perform services which we provide as part of our statutory functions. Sometimes where services are not part of our statutory functions, we may seek your consent to collect and process your personal information.

When you contact Risby Parish Council, we may need to keep personal information such as your name, address, email address and phone number. This information will be used and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services.

We process information in the public interest (our legal basis) for the following purposes to provide services to you:

- Dealing with any requests, enquiries or complaints that you make to us.
- Managing the allotments in Aylmer Close.
- Tenancy agreements for the allotments in Aylmer Close.
- Planning applications.
- Volunteer information.
- Reporting Highways, Rights of Way and other issues.

We will not use your information without your permission for purposes not directly related to the services we provide unless:

- Your health or safety, or that of others, is at risk;
- We wish to prevent or help investigate crime;
- We need to comply with a legal obligation.

Risby Parish Council will make sure that your personal information is stored securely and will only keep it for the purpose it was collected for. Your personal information will be not shared or provided to any other third party without your consent, however, we may be required by law to share your information with some organisations such as the Police.

Your personal data will be retained only for the period necessary to deliver our services to you. Personal data relating to financial records such as allotment tenancy agreements will be retained for a further six and a half years following the termination of contracts with us, in order to meet statutory obligations and to deal with any related enquiries.

What are your rights?
You have the right to request access to and rectify or erase your personal data or restrict or object to the processing of your personal data.

Complaints
If you have a complaint regarding the way your personal information is being used please contact our clerk, Joanne Kirk, or the Information Commissioner's Office https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/