



Calstock Parish Council

Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE

Clerk: Clare Bullimore, Tel: 01822 748847 email:

clerk@calstockparishcouncil.gov.uk

Privacy Notice for Council Services and Events

Information Held About you

In order to administer services such as allotments, parking permits, moorings, canoe storage, volunteering events and administer burial grounds we may be required to hold the following data:

- Name, address, telephone number and email address
- Details of the provision of service e.g. grave numbers, allotment plots, moorings etc.
- Payment details relating to fees
- Correspondence between the Parish Council and you, as a service user.

Who is processing my data?

All personal data held is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Calstock Parish Council.

How will we use the Information (where applicable) in order to?

We will collect information about you (where applicable) to:-

- Administer parish council services including: agreements, tenancies, exclusive rights of burials, and headstones
- Process and collect payment for any fees due to the council
- Communicate with you on matters relating to your service provision or other council business
- Contact you in the event of an emergency
- Share relevant information about council activities that may be pertinent to your service provision

What is the legal basis for us to process your data?

The legal basis for processing the data is

- Contractual necessity: to manage your agreements, tenancies, exclusive rights of burials, memorials and related services
- Compliance with statutory obligations: including financial, audit and any other legal requirements placed on the parish council
- Effective service management: to ensure the smooth delivery of parish council services and clear communication with service users.

Who we will share your information with

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Retention of records

The Parish Council will retain your personal information only for as long as is necessary to fulfil the purposes for which it was collected, including the administration of agreements, tenancies, burials, memorials and other council services. Records are kept in line with statutory requirements and audit obligations and may be held for longer periods where legislation or best practice (for example burials and memorial records are retained permanently as part of the council's historic archive). Once information is no longer needed, it will be securely disposed of or anonymised to protect your privacy.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to *The Clerk, Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE* or email clerk@calstockparishcouncil.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact The Clerk at the address above in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>