

## **Correspondence Privacy Policy**

Your personal information is being processed by Myddle Broughton & Harmer Hill Parish Council and the Council is devoted to managing personal information in line with current legislation and best practice and includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### **Description of processing.**

The following is a broad description of the way this council processes personal information:

#### **Reasons for processing information:**

We may process personal information to enable us to deal effectively with issues raised in your correspondence.

#### **Type of information processed:**

This information may include:

Information regarding the person giving the correspondence

Personal details- such as name, address and contact details.

Information included in your correspondence.

Who the information is processed about.

We do not need to process sensitive classes of information.

#### **Who the information may be shared with:**

We may need to share this information with a third party and these may include elected Parish and Shropshire Councillors; Co-opted Members of the Council; Local Council and Government Departments; Ombudsmen; Regulatory Authorities and Law Enforcement agencies.

### **Retention Period:**

Details will be kept until the cause of the correspondence is dealt with.

### **Privacy and Retention Policies:**

Details of these policies may be found on the Council's web site – [www.myddle-broughton-pc.gov.uk](http://www.myddle-broughton-pc.gov.uk) or obtained from the Parish Clerk – [myddlebroughtonclerk@talktalk.net](mailto:myddlebroughtonclerk@talktalk.net) or by post at 6, Primrose Drive, Shrewsbury, SY3 7TP.

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires the Data Protection Officer – [peter@dmpayrollservices.co.uk](mailto:peter@dmpayrollservices.co.uk).

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Retention Period</b>	Will be kept until the cause of the correspondence is dealt with.
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Parish council
<b>Information Asset Owner:</b>	Parish Council.
<b>Location Held:</b>	Electronically and Secure File
<b>Permanent Preservation:</b>	No