

MANORDEIFI COMMUNITY COUNCIL

Fair Processing Notice

1. Why do we collect and keep your personal information?

We collect and use your personal information for communication purposes.

The Processing of your data is:

- Because it is necessary for the performance of this task to do so.

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2018 and in accordance with the requirements of the duties of Manordeifi Community Council.

If you correspond with Manordeifi Community Council, your name and address will be included in the minutes of the meeting and subsequently displayed on Manordeifi Community Council's associated web pages.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required.

3. How long do we keep hold of your information?

Minutes of meetings are retained as a permanent record.

Retention of other correspondence i.e. letters, emails etc. will be reviewed periodically, and if considered that they are no longer required the paper copy will be destroyed.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2018. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Mrs. B PICTON - DAVIES (Clerk)

CWMBETWS

EGLWYSWRW

CRYMYCH

SA41 3PL

5. Your Rights.

Under the General Data Protection Regulations 2018, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you.

- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however; this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – this is not an absolute right and will depend on the reason for processing your personal information.

6. Complaints or Queries.

Manordeifi Community Council endeavors to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Email: john.cwmbetws@virgin.net

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 SK9 5AF
 Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.