

St Mary Out Liberty Community Council - Privacy Notice

How we use your information

Website

This privacy notice tells you what to expect when we collect personal information. It applies to information we collect about you when you interact with the Council.

When you visit our website, the pages on the Pembrokeshire Town & Community Council website, Pembrokeshire County Council will record the IP address you use when visiting, please see their Privacy Notice.

Contact

All contact with the Council should be via the Clerk, however you may approach individual Councillors with concerns or issues and these will be dealt with appropriately by them, but will be notified to the Clerk and may be shared with other Councillors if appropriate. If the Council cannot deal with the matter themselves, then we may share your details with the relevant authorities once we have notified you of the appropriate route for the particular matter, however we may do this anonymously if requested.

When making contact with the Council we collect the primary contacts name and optionally their address, email address and telephone number so that any follow up can be communicate quickly and efficiently. The lawful basis for us doing this is our Public Task entitlement as your local Council.

If you contact us via **email**, then the email is processed via Google mail and will be retained on their systems for no more than one year after the matter is closed, unless the content is required to be kept longer by UK law.

If you contact us via the **telephone**, brief notes will be made of the relevant points, including minimal contact details. These notes will be retained in a locked filing cabinet and will be retained for no more than one year after the matter is closed, unless the content is required to be kept longer by UK law, after which it will be securely shredded.

If you contact us via **post**, the letter will be retained in a locked filing cabinet and will be retained for no more than one year after the matter is closed, unless the content is required to be kept longer by UK law, after which it will be securely shredded.

Your rights

Under the Data Protection Act 2018, you have rights as an individual that you can exercise in relation to the information we hold about you.

You can read more about these rights on the Information Commissioner's Office website.

Access to personal information

We will try to be as open as we can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'data subject access request' under the Data Protection Act 2018. If we do hold information about you we will:

- give you a description of it; tell you why we are holding it; tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to us for any personal information we may hold you can contact us as shown below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

How to contact us

If you want to request information about our privacy policy you can email the Council via our Clerk (melaniepriestley.smol@gmail.com) or write to:

The Clerk, St Mary Out Liberty Community Council
Llamedos
New Road
Begelly
Pembrokeshire
SA68 0YF

07525 007068
01834 812456