**EARSWICK PARISH COUNCIL - PRIVACY POLICY**

This privacy policy sets out how Earswick Parish Council uses and protects any information that you give Earswick Parish Council.

Earswick Parish Council is committed to protecting your privacy. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Earswick Parish Council may change this policy from time to time. You should therefore check this website page periodically to ensure that you are happy with the changes.

Please take a moment to read and understand the policy.

All your personal information shall be held and used in accordance with the Date Protection Act 1998 (the ‘Act’) and the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. If you want to know what information we collect and hold about you, please email earswickclerk@aol.com or write to Mr B O’Connor, 36 The Village, Earswick, York, YO32 9SL. Earswick Parish Council is the data controller of your information for the purposes of the Act.

**WHAT WE COLLECT**

We may collect the following information

* Name
* Contact Information including email address and telephone number
* Demographic information such as address/postcode

We will not collect any personal data from you that we do not need to be able to provide and oversee the service we give to you

**WHAT WE DO WITH THE INFORMATION WE GATHER**

We require this information to provide you with the best service we can offer.

Crucially, we will only use your personal data when the law allows us to. Most commonly, we will use your personal data for the following reasons:

* In regard to the hire contract that we may have with you
* Membership of the Earswick Tennis club
* Where we need to comply with a legal or regulatory obligation.

We may also use this information to:

* Maintain internal records

All the personal data we process is processed by our officers for the purpose of Parish Council business. No third parties have access to your personal data unless the law allows them to do so.

We have a data Protection regime in place to oversee the effective and secure processing of your personal data.

**CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we collected it.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We do not use cookies.

**CONTROLLING YOUR PERSONAL INFORMATION**

If you have previously agreed to us using your personal information you may change your mind at any time by emailing earswickclerk@aol.com or write to Mr B O’Connor, 36 The Village, Earswick, York, YO32 9SL.

We will not sell or distribute your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please email earswickclerk@aol.com or write to Mr B O’Connor, 36 The Village, Earswick, York, YO32 9SL.

If you believe that any information we are holding about you is incorrect or incomplete, then you can ask to see this information to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data you can contact us at the above address. If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner’s Office https://ico.org.uk/