

Mayfield Parish Council - Privacy Notice

Our contact details – dated 1.11.2024

Name: Mrs Rachael Anderson

Address: 119 Field Lane, Burton on Trent, Staffordshire DE13 0NJ

Phone Number: 07508 930705

E-mail: clerk.mayfieldpc@gmail.com

W: <https://mayfieldparishcouncil.org.uk/>

Staffordshire County Council are the Data Protection Officer.
Mayfield Parish Council are the Data Controller and the primary contact.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details) from emails/letters received from residents
- Contractor details
- Employee data

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Emails and letters to the parish council regarding local issues.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Staffordshire County Council and East Staffordshire Borough Council.

We use the information that you have given us in order to:

- a – reply to residents enquiries
- b – receive updates from higher authorities
- c- contractual obligations

We may share this information with Staffordshire County Council and East Staffordshire Borough Council.

Under the General Data Protection Regulation (GDPR), the lawful bases we may rely on for processing this information are listed below:

(a) Your consent.

You are able to withdraw your consent at any time. You can do this by contacting the Parish Clerk by email or telephone:

clerk.mayfieldpc@gmail.com or 07508 930 705

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

We have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and implement security standards and controls to prevent any unauthorised access to it. Information which you have provided us will be stored securely. It will only be used for the purpose(s) stated when the information was collected.

Please see the Mayfield PC policy on Document Retention and Dispose (including Appendix A). We will dispose your information as stated in that policy.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Please visit the Information Commissioner's Office (ICO) website for full details - <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via the Parish Clerk, by either email clerk.mayfieldpc@gmail.com or 07508 930705 or 119 Field Lane, Burton on Trent, Staffordshire DE13 0NJ if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Mayfield Parish Council by email clerk.mayfieldpc@gmail.com or 07508 930705 or 119 Field Lane, Burton on Trent, Staffordshire DE13 0NJ

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
01.11.2024	2	Clerk	May 2025