

# **BLIDWORTH PARISH COUNCIL**

## **Privacy Policy**

The following Privacy Policy is presented by Blidworth Parish Council to inform visitors and customers to our website of our commitment to provide excellent service. By visiting our website and reading the following notice you are accepting and consenting to the conditions described below. We therefore recommend that before submitting your personal information on the website you read this Policy.

The content on our site is provided for general information only. It is not intended to amount to advice on which you should rely. You must obtain professional or specialist advice before taking, or refraining from, any action on the basis of the content on our site. Although we make reasonable efforts to update the information on our site, we make no representations, warranties or guarantees, whether express or implied, that the content on our site is accurate, complete or up-to-date.

Blidworth Parish Council is registered with the Information Commissioners Office (ICO) under The Data Protection Act 1998 as a Data Controller under its provisions for Parish and Community Councils (Registration number:- ZA27932). We are committed to protecting your privacy and are legally obliged to protect any personal information we hold. We will not disclose your information to anyone and it will be used wholly and exclusively by Blidworth Parish Council for the communication of official Parish Council business and such information that Blidworth Parish Council and its officers deem appropriate to pass on.

### **Personal information**

The Data Protection Act 1998 covers any data which concerns a living and identifiable individual and includes such things as name, age, postal address, email address and telephone number.

The Clerk holds contact details of Blidworth Parish residents for communicating news and events. The Clerk also holds details relating to Planning applications and any comments thereon, as well as electronic communications.

It may be necessary for the Parish Council to view certain personal data such as addressed when considering Planning applications and such other matters. All the details held are of public record with Newark and Sherwood District Council.

Your personal information will not be disclosed to third parties unless required by law or your prior written consent.

We only store your personal information when volunteered to us by you or when they form part of the public record within the Parish Councils minutes. You have the right to request a copy of and have any personal data amended or removed from our records at any time by contacting the Parish Clerk on 01623 490358 or

[blidworthpc@btconnect.com](mailto:blidworthpc@btconnect.com) (a small fee may apply). Before disclosing the information, proof of identity may be required.

The Parish Council records, both paper and digital format are stored securely at the Parish Office . All disposed data is shredded prior to disposal.

Emails and any attachments are confidential and may contain personal views which are not the views of Blidworth Parish Council unless specifically stated. If you have received an email in error, please delete it from your system, do not use copy or disclose this information in any way or act in reliance on it and notify the sender immediately.

Contents of an email sent or received may have to be disclosure if a relevant request is made under current legislation, including the Freedom of Information Act 2000.

If after reading the Policy, you have any concerns or questions please send an e-mail to the Clerk at [blidworthpc@btconnect.com](mailto:blidworthpc@btconnect.com) or write to us at:-

Blidworth Parish Council, Blidworth Leisure Centre, Belle Vue Lane, Blidworth, Notts, NG1 0RD

This Privacy Policy was adopted by Blidworth Parish Council on 18<sup>th</sup> January 2018

Please check our Privacy Policy frequently to view any recent changes.