



# BEAN PARISH COUNCIL

# PRIVACY POLICY

<b>Approved</b>	<b>9 March 2026</b>
<b>Review</b>	<b>March 2028</b>

## **BEAN PARISH COUNCIL PRIVACY POLICY**

Bean Parish Council (*the Council*) is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. The Council operates in accordance with the Data Protection Act 1998 in respect of any personal information you give us. The Council's registration number with the Information Commissioner's office is **ZA143817** and may be viewed at the Information Commissioner's Office website. For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

### **What does the Council mean by personal information?**

The Data Protection Act covers any data which concerns a living and identifiable individual and includes such things as name, address, e-mail address, age or telephone number.

### **What is your personal information used for?**

- The Clerk holds details of the Electoral Register for the Parish.
- The Clerk holds details of contacts for some local groups and contractors
- Information is held in relation to planning applications and any comments thereon.
- Information is held when volunteered to the Parish Council in relation to a query or burial
- Information is held when volunteered to the Parish Council

### **How are personal details stored?**

- Personal information is only stored when volunteered to us by you or when they form part of public record within the Council's Minutes
- The information is held and managed by the Council Clerk
- You have the right to have any personal information amended at any time.

### **Who can view my personal information?**

- It may be necessary for the Council to view certain personal data when considering planning applications and queries
- Information volunteered to the Council by you in relation to a burial may be viewed by the Cemetery Administrator

Personal information will NOT be disclosed to third parties unless required by law or prior written consent is sought.

### **Records Management**

- The Council records are kept at the Parish Council Office
- Electronic data is held on a password-protected Council computer which remains the property of the Parish Council
- Data is deleted when no longer required.
- All disposed paper data is shredded prior to disposal or disposed of as Confidential Waste

### **How is personal information used?**

The Council may use personal information to contact the person for whom that data is held. Personal information will NOT be sold or disclosed to any third parties unless required by law or with the written consent of the person for whom the data is held.

### **How does a person acquire a copy of his/her personal information held by the Council?**

- The Council will try to be as open as we can in terms of giving access to the person's personal information. A person is able to find out if the Council holds any personal

information by making a 'subject access request' under the Data Protection Act 1998.

- A person about whom information is held is entitled for a fee of £10 to be informed by Bean Parish Council whether any information is held on him / her and to: a description of the data; and a copy of the information in an intelligible form
- The person is also entitled to request and receive information pertaining to: the purposes for which the data is being held; the recipients or classes of recipients to whom it may be disclosed; and the source of the data
- If the data has been processed by a computer in order to arrive at a decision and the outcome of such processing significantly affects the person concerned, he/she is entitled to be informed of the logic behind the decision – making process
- Where the processing of personal data causes unwarranted and substantial damage or distress the person is entitled to send a notice to Bean Parish Council requiring such processing to cease. Bean Parish Council must, within 21 days, send the individual a written notice stating that the request has been complied with or the reasons why the request is unjustified. Inadequate compliance with a notice may be remedied by Order of the Court
- The person also has the right to have wrong information corrected, blocked from processing or erased.