

BROADWOODKELLY PARISH COUNCIL

GDPR

Broadwoodkelly Parish Council is a small organisation, but does hold some information. This includes:

- a. Minutes, agendas, information in it's accounts (Invoices, remittance advices, HMRC Reclaim of VAT, Bank Statements, Cheque book stubs etc)
- b. Planning applications, which are only kept for the meeting and once a comment has been submitted can be disposed of.
- c. The council also received a list of enforcement cases and has been instructed by West Devon Borough Council that this information is not for public dissemination.
- d. Insurance policy
- e. Magazines and circulars from other bodies (DALC/NALC, clerks and councils direct, NHS etc)
- f. The clerk holds a copy of the FULL Register of Electors for Broadwoodkelly Parish. The clerk has been instructed by West Devon Borough Council that this is only for council use and cannot be shared with the public.
- g. Email addresses of a few parishioners who have elected to be on the distribution list for minutes and agendas.

The parish council will act lawfully when using any data, it holds and would not pass on any information without first checking with the person concerned.

The information held by the parish council is solely to enable the council to carry out its duties.

You have the right to access the personal data the council holds on you and to correct and update it.

You have the right to request that your personal data is removed from our records.

You have the right to object to the processing of your data and the right to restrict it to be used in certain ways (e.g. the council have your email address and can only use it to send agendas and minutes to you).

The right to withdraw your consent for the parish council to process your data.

The right to lodge a complaint with the Information Commissioner's Office. They can be contacted on 0303 123 1113 or email ico.org.uk/global/contact-us/email/ or by post – Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

If you wish to ascertain what information the council holds about you then please contact the clerk, Mrs Marilyn Weeks on 01837 851269 or bwkparishclerk@gmail.com