

## General Data Protection Regulation (GDPR)

### Privacy Policy – Elmore Parish Council Database

Elmore Parish Council started to compile a database of those in the village over 10 years ago so that information could be passed quickly and so that we had relevant information on those living in the village in case of an emergency. Not everyone is on our database and only those who wish to receive updates, security messages or notice of events are listed. Of course, anyone who does not have access to a computer, or who does not use the internet, is also not on the database.

This privacy policy explains how your personal information is collected and used by Elmore Parish Council.

#### **BRIEF OVERVIEW**

<b>Information We Collect</b>	We do not collect any medical, commercial or personal information in relation to the use of the Parish Database. Apart from your e-mail address, all other information is 'open source' or common knowledge information like your physical house address.
<b>How We Use Your Information</b>	We only use your e-mail information to keep you informed of security issues, public notices, and events in the Village and to respond to, and fulfill, your requests. We would also use your information in the event of an emergency situation in order to assist you and others if the need arises.
<b>How We Share Your Information</b>	We will never share your information with any individual, agency or organisation. The database is not published on any website or notice board.
<b>Security of Your Information</b>	We maintain all reasonable technical, administrative, and physical security measures designed to protect your information. Your e-mail, and related names, are only held by the Clerk to the Parish Council and The Chair of the Parish Council.
<b>Cookies and Other Tracking Technologies</b>	We do not use cookies or similar IT technologies.
<b>Your Choices</b>	You can opt out of receiving communications from Elmore Parish Council, change your preferences, update your information, and/or opt-out of being on the database altogether.
<b>Access and Correction of Your Information</b>	We provide you the opportunity to correct and update your information by informing either The Clerk or The Chair of any changes that you wish to make.
<b>Changes to This Policy</b>	You will be notified about any material changes to this Policy via a direct e-mail.
<b>Contact Us</b>	If you have questions about this Policy, please contact the Clerk at: <a href="mailto:Elmore.Parish@hotmail.co.uk">Elmore.Parish@hotmail.co.uk</a> Or the Chair at: <a href="mailto:fernhay@btinternet.com">fernhay@btinternet.com</a>

## INFORMATION WE COLLECT

**Personal Information.** You will previously have given consent for your e-mail to be entered on the Elmore Parish Council Database. You provided us with your name and email address; we already have your postal address from the Electoral Roll forwarded to us by Stroud District Council. In some cases we may have personal telephone numbers, but only those that appear in the published Telephone Books and other open documents or where these have been provided to us in the past by yourselves. We do not collect personal information considered to be sensitive, such as health-related matters, dates of birth, marital status, occupation or any information related to finance.

We never share your information with any other individual, third party, agency or organisation without your prior consent.

## HOW WE USE YOUR INFORMATION

We use your information for the following purposes only:

- To provide you with the relevant local security information, such as suspicious vehicle activity or crime in the local area.
- To provide you with information on road closures, bridge closures and related highway activity that may affect your travel arrangements.
- To inform you about local events that either may be of interest or when someone in the village has requested that information be made available to others. This may include:
  - Events at Elmore Village Hall,
  - Parish Council Meetings,
  - Special events at the Church,
  - Notices about deaths and funeral arrangements concerning parishioners.

**Electronic Communications.** Consistent with the above, we will communicate with you via electronic messages; i.e. e-mail, or text message if we have your permission to do so.

**Our Role as Data Controller.** We generally act as the data controller of your information.

**Retention.** We will retain your information for the period necessary to fulfill the purposes outlined above in this Policy and as otherwise needed to comply with applicable law. We will delete all information from the database if you request that we do so or when you move from the Village.

Last Updated in May 2018

## **SECURITY OF YOUR INFORMATION**

Elmore Parish Council takes reasonable technical, administrative, and physical security measures designed to protect your information from loss, misuse, unauthorized access, disclosure, alteration, and destruction.

## **COOKIES AND OTHER TRACKING TECHNOLOGIES**

We do not collect information about your usage and activity, such as cookies, web beacons, and other technologies.

## **YOUR CHOICES**

**Email.** If you do not want to receive information from Elmore Parish opt-out by simply sending an email to The Clerk ([elmore.parish@hotmail.co.uk](mailto:elmore.parish@hotmail.co.uk)) or The Chair ([fernhay@btinternet.com](mailto:fernhay@btinternet.com)).

## **ACCESS AND CORRECTION OF YOUR INFORMATION**

Your information is not accessible by anyone else and all collective e-mails are sent using BCC so that the addresses of all recipients are not visible.

## **CHANGES TO THIS POLICY**

Except to the extent limited by applicable law, we reserve the right to update this Policy to reflect changes to our information practice by informing you directly and obtaining your consent. You should review this Policy periodically. If we make any changes to this Policy, we will change the "Last Updated" as shown in the heading.

If we make any changes to this Policy that materially impacts previously collected information about you, we will obtain your prior express consent.

## **CONTACT US**

If you have any questions about this Policy or information we have collected about you, please contact us by email at [Elmore.Parish@hotmail.co.uk](mailto:Elmore.Parish@hotmail.co.uk).