

## Littlemore Parish Council Grant Privacy Policy

Your personal information is being processed by Littlemore Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### **Description of processing**

The following is a broad description of the way this council processes personal information:

### **Reasons for processing information**

We process personal information to enable us to award grants and for accounting purposes.

### **Type of information processed**

We process information relating to the above purposes. This information may include:

- Personal details- name, address and contact details.
- Bank account details

We do not need to process sensitive classes of information.

### **Who the information is processed about**

We process information regarding the person named in the grant application form.

### **Who the information may be shared with**

We will not need to share this information with any third party.

### **All information below will be kept for 6 years for VAT and accounting reasons:**

- application forms
- grant agreements

### **Retention Details**

<b>Where Stored</b>	Electronic and Paper
<b>Authority:</b>	Littlemore Parish Council
<b>Information Asset Owner:</b>	Parish Clerk
<b>Location Held:</b>	Laptop and Secure Filing Cabinets
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

## Right of Data Subjects

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information will be processed.
<b>The right of access</b>	Data subjects have the right to learn what Personal Identifiable Information is held on them by whom and why.
<b>The right of rectification</b>	Data subjects can request corrections to their Personal Identifiable Information
<b>The right to erase</b>	Data subjects can request to be forgotten.
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their Personal Identifiable Information.
<b>The right to data portability</b>	Data subjects can ask for their Personal Identifiable Information in machine readable format or to have it sent to another organisation.
<b>The right to object</b>	Data subjects can object to organisation processing their Personal Identifiable Information.
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making.

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires to [clerk@littlemoreparishcouncil.gov.uk](mailto:clerk@littlemoreparishcouncil.gov.uk)

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Print Name:

Date: