

Ickleton PC Policy: Privacy Policy

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Introduction

This public policy defines the policy adopted for protecting private documents and data collected in the course of the functioning of the Parish Council.

Why is this important?

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy. The GDPR's primary aim is to enhance individuals' control and rights over their personal data and to simplify the regulatory environment. The United Kingdom retains the law in identical form despite no longer being an EU member state.

As a public body, the Parish Council, is required to meet the requirements of the GDPR.

What is the scope of this policy?

It applies to Personally Identifiable Information (PII) that we collect about individuals in the course of the operation of the Parish Council.

This may include, but is not limited to, interactions relating to:

- access to and use of our website,
- telephone calls to the Clerk,
- emails to the Clerk or other members of the Parish Council.

Who is responsible?

The Parish Clerk has responsibility for the implementation of the policy under delegation of the Parish Council.

The Clerk will give guidance to Councillors regarding good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion.

How do we use your information?

This privacy notice tells you what to expect when we collect personal information. It applies to information we collect about:

- visitors to our website,
- people who use any services which may be provided from time to time on the website,
- visitors who may contact us via the website, email or other channels.

Visitors to our website

When someone visits www.ickletonparishcouncil.org.uk we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of this site. We collect the information in a way that does not identify anyone.

We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any identifying information from any source. If we did want to collect personally identifying information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

We may also use cookies to improve your experience on the website. You may prevent cookies being created or delete them if they already exist. This will not prevent your access to the website although there may be impact on usability; for instance you may need to reset the font size or other accessibility settings.

People who provide us with an email

We send out occasional notifications or emails. We only do this to those who have explicitly requested us to do so or have signed up by virtue of making contact with us. We have to hold the details of the people who have requested our services in order to provide them. However, we only

use these details to provide the service the person has requested and for other closely related purposes.

People who call us

When you call us, we may collect some details about you such as an email address to enable us to send out information to you electronically. We do not share this information with third parties.

Disclosure of information

We will never disclose personal data we hold about you without your consent. Your data will be used only for the purposes intended.

Related documents

This document is one of a collection that addresses all aspects of the way that the Ickleton Parish Council manage information in performing our statutory duties as well as meet our obligations under legislation covering freedom of information and data privacy.

- Records Management Standard

Defines the Ickleton PC approach to information management at a high level covering storage, retention and disposal of information, roles and responsibilities and protection of personal data.

- Records Management Standard

The systems and processes used to meet the requirements of the Records Management Policy. This includes how and where we store digital and other records, our retention and disposal processes, definition and management of access rights, and processes to protect from loss or destruction of records.

- Publication Scheme

The information that Ickleton PC make available to the public as a part of its normal business activities and in compliance with our legal and statutory obligations following the Information Commissioner's Office (ICO) model publication scheme.

- File Plan

The File Plan defines a clear structure and taxonomy that is adopted for managing electronic documents. This covers both the organisation of files into folders as well as a scheme to ensure files are given consistent and informative names.

- Version Control Standard

The approach taken to tracking and managing different versions of significant documents over time. This helps ensure that the status and validity of documents is clear, that significant changes are consistently and clearly captured, and that the periodic review of documents is tracked.

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
1.0	Initial version published in 2021		
2.0-draft	Migrated to new standard template. Re-organisation and enhancement of existing content.	14 March 2024	Steven Heaney
2.0	Policy approved for publication	17 th April 2024	Barbara Benn