



Information Commissioner's Office

## Little Chalfont Parish Council Privacy Policy

### **Our contact details**

Name: Parish Clerk

Address: Little Chalfont Parish Council, Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks, HP8 4UD

Phone Number: 01494 766655

E-mail: [clerk@littlechalfont-pc.gov.uk](mailto:clerk@littlechalfont-pc.gov.uk)

### **The type of personal information we collect.**

We currently collect and process the following information:

- Personal identifiers, Characteristics

### **• How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Use of an area that has CCTV.

We use the information that you have given us in order to prevent a criminal act against public property.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting The Parish Clerk**

**(b) We have a legal obligation.**

**(c) We have a vital interest.**

**(d) We need it to perform a public task.**

**(e) We have a legitimate interest.**

Date:

This is necessary for the performance of a task carried out in the public interest.

If a criminal act is captured on the CCTV footage, this will be given to the police for the purposes of a criminal investigation.

## **How we store your personal information**

Your information is securely stored on a digital recorder located inside the Parish Council office.

We keep characteristics for a minimum of 14 days, we will then dispose your information by the data being overwritten.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have two weeks to respond to you.

Please contact us at [clerk@littlechalfont-pc.gov.uk](mailto:clerk@littlechalfont-pc.gov.uk) or telephone: 01494 766655 or write to: Little Chalfont Parish Council, Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks, HP8 4UD if you wish to make a request.

Date:

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Little Chalfont Parish Council, Little Chalfont Village Hall, Cokes Lane, Little Chalfont, Bucks, HP8 4UD

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>