



# PRIVACY POLICY

## 2023

To be reviewed every 3 years or when legislation or guidance changes		
<b>ADOPTED</b>	<b>AMENDED</b>	<b>REVIEWED</b>
25 <sup>th</sup> October 2023 Minute Ref: 16		

## **Privacy Policy**

Rhosddu Community Council will be referred to as the 'Controller' of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location-based information. This can, however, include name, address, email, phone number.

### **Why we collect your data**

We need to know basic data in order to provide a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### **What we may do with your data**

All the personal data we process is processed by our officers for the purpose of Community Council business. This information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection Policy (approved in June 2023) in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

### **How long we keep your data**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of six years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

### **What we would also like to do with your data**

If you have contacted us via email then we will use the data you have provided to process your request.

### **What are your rights**

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate. Please contact the Clerk to Rhosddu Community Council: [rhosddu@gmail.com](mailto:rhosddu@gmail.com).

If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>