



SADBERGE PARISH COUNCIL

Sadberge Parish Council Donation or Grant Privacy Policy

Your personal information is being processed by Sadberge 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). 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/group/organisation 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 or donation agreements

Retention Details

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

Right of Data Subjects

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

clerktoipc@gmail.com

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

Signature:

Print Name:

Date: