

Norton St Philip Neighbourhood Plan Privacy Policy

Introduction

Under the General Data Protection Regulations (GDPR) Norton St Philip Parish Council (NSPPC) must let you know how we deal with “Personal Data” – that is, any information which, whether alone or in combination with other information, enables you to be identified.

This Privacy Policy refers to the handling of personal data collected in the context of the Neighbourhood Plan activities including public consultations. PC and Steering Group members (all hereafter “we”) are all bound by the obligations set out in this Privacy Statement.

Your Personal Data will only be used in accordance with this Privacy Statement.

What sort of Personal Data might we acquire?

The sort of Personal Data we expect to acquire as a result of you responding to our consultation will include:

- your name, address, contact details (telephone number(s), e-mail address etc.);
- your IP address;
- your views on the Neighbourhood Plan, associated documents and constructs;
- your correspondence with us;

Data maybe acquired electronically or via paper forms and will be afforded commensurate levels of protection.

What do we do with your Personal Data?

We will use your Personal Data for the following purposes:

- to enable us to comply with a legal obligation to conduct consultations as part of the Neighbourhood Plan process under Neighbourhood Planning (General) Regulations 2012
- to pursue our legitimate interests as a Parish Council (which include corresponding with you and providing and seeking to improve our services to you and others); We will not disclose any of your Personal Information to any third party. We will aggregate such information and may present/publish comments in an anonymised form.

If we wish to use your Personal Data for any other purpose we will only do so after receiving your clear consent (which you are not obliged to give and which you are free to withdraw at any time).

Only individual members of the PC or those assigned in a support capacity (to help with data analysis) by the PC Chair, will be granted access to the forms. Such assignments will be recorded.

How long do we keep your Personal Data?

We will retain your Personal Data until the completion of the Neighbourhood Plan process (i.e. the plan being “Made” by Mendip District Council) that is expected in 2019.

What are my rights in connection with my Personal Data?

In connection with your Personal Data or any element of it, you are entitled to:-

- require us promptly to rectify any inaccuracies in it;
- restrict our use of it;
- object to our use of it; or
- require us to delete it altogether.

However, with the exception of the obligation to correct inaccuracies, we are entitled to refuse any of these requests on one or more of the following grounds:-

- to exercise the right of freedom of expression;
- to comply with a legal obligation, to exercise our official authority, or in the public interest;
- for archiving purposes (for example, for historical research or statistical purposes); and/or
- for the defence of legal claims.

Contact details

You may request details of the Personal Data which we hold about you or raise concerns by writing to the NSP PC Clerk at nortonstphilippc@aol.com