

# Affpuddle and Turnerspuddle Parish Council Covid-19 Response Group Privacy Statement

## **Our contact details**

Name: Anna Bendall, Parish Council Clerk

Address: 27 Brymer Road, Puddletown, DT2 8SX

Phone Number: 01305 849596

E-mail: clerk@briantspuddle.info

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

We currently collect and process the following information:

- Name
- Address
- Telephone number
- Email address

## **How we get your personal information and why we collect it**

The personal information we process is provided to us directly by you in order to assist you in time of the Covid-19 Emergency.

We use the information that you have given us in order to find you so that a volunteer can help you if you are unable or unwilling to leave your house. We will only use this information to do what you want us to do during this emergency.

We may share this information with other volunteers in order to maintain the level of help that you require.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is that:

**We have a vital interest in your safety.**

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

Your information is securely stored in the Cloud Based password protected server Google Drive.

We keep your information for as long as the Covid-19 emergency is in force and for some time after in case there is a re-emergence and this Group is used to help deal with that emergency. With no use for the subsequent twelve months we will then destroy this information by electronic means and any paperwork by shredding.

## **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 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 one month to respond to you.

Please contact us at the above address if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the above address.

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>