

Data Protection  
GRANTS PRIVACY POLICY  
Effective 25 May 2018



**Grants Privacy Policy**

Your personal information is being processed by Chaddesley 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) which is active from May 25th, 2018. 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 award grants and for accounting purposes.

Type of information processed

We process information relating to the above purposes. This information may include:

- personal details- such as name, address and contact details.

We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person 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.

RETENTION POLICY	
Retention Period	All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none"><li>• application form</li></ul>
Where Stored	Electronic, paper, burial books
Authority	Chaddesley Corbett Parish Council
Information Asset Owner	Parish Clerk

Location Held	Electronically and Secure Files
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**Rights of Data Subjects**

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

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

Signature:

Date

<b>Retention Policy</b>		
<b>Retention Period</b>	Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certifications Copy certificated of grant of exclusive Right of Burial	Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite Indefinite
<b>Where stored:</b>	Electronic, paper, burial books	
<b>Authority:</b>	Chaddesley Corbett Parish Council	
<b>Information Asset Owner:</b>	Parish Clerk	
<b>Location Held:</b>	Secure Files	
<b>Permanent Preservation:</b>	No	
<b>Sensitive Personal Data:</b>	No	

