



Eccleshall Parish Council  
16 Newport Road, Great Bridgeford, Stafford, ST18 9PR  
eccleshallpc@gmail.com  
01785 282296

## **Data Protection Policy – Helping Hand Scheme**

### **When you contact us**

When you apply to the Helping Hand voucher scheme, the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your application in relation to the administration of the scheme. Your personal information will be not shared or provided to any other third party.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Eccleshall Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Eccleshall Parish Council at any time). The evidence supplied with the application will be destroyed after the initial closing date for the scheme. Basic name and contact details will need to be retained securely in order to maintain a record of previous applicants should the scheme lead to further rounds of applications, so as to determine who has already accessed the scheme. The information will not be used for any other purposes.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.



## The Application Process

The application form will be received by the appointed person (usually the Clerk).

The decision making body will consist of the appointed person, and at least one member of the designated working party and will be confidential. Personal information (name and address) will be redacted and not supplied to the working party so as to maintain strict levels of confidentiality. Application information will not be stored by anyone other than the Clerk. Paper copies of the application will be destroyed securely after the application has been processed.

The person responsible for the posting of the vouchers will be the appointed person, so as to reduce the need to share personal information.

## Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Eccleshall Parish Council's Data Information Officer: Mrs. S. J. Worden, 16 Newport Road, Great Bridgeford, Stafford, ST18 9PR. Tel: 01785 292296, email: [eccleshallpc@gmail.com](mailto:eccleshallpc@gmail.com) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

## Summary:

In accordance with the law, Eccleshall Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Eccleshall Parish Council do not use profiling, we do not sell or pass your data to third parties. Eccleshall Parish Council do not use your data for purposes other than those specified. Eccleshall Parish Council make sure your data is stored securely. Eccleshall Parish Council delete all information deemed to be no longer necessary. Eccleshall Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Adopted 20<sup>th</sup> January 2020.