**SHALBOURNE PARISH COUNCIL**

**Data Protection Policy**

**What Information is kept?**

E mail addresses (the Information).

**Consent**

All those whose e mail addresses are kept have explicitly agreed to this. This agreement may be withdrawn at any time.

**Where is the Information kept?**

On the PC of the Chairman and the Parish Clerk, if we have one.

**What is the Information used for?**

Communicating details of future activities of the Parish Council.

**Communicating the Information to third parties**

The Information will not be communicated to third parties. In sending “round robin” e mails the bcc function will be used.

**Right to access**

Any member of the public may see the Information kept on them. In addition, the Parish Council, under the Freedom of information Act and the Transparency Code, makes available all non-confidential and non-personal information.

**Mechanism for access**

Through the Chairman of the Parish Council whose contact details are available on the village website and the Parish magazine.

**Complaints**

Any complaints concerning the misuse of data should be made to any member of the Parish Council. The Council is keeping under review the situation with respect to a Data Protection Officer.