

## Wortwell Village e-newsletter - Privacy Policy Statement

As part of the subscription process for our e-newsletter, we collect personal information. We use that information for a couple of reasons:

- to send you news and information about activities and events which may be of interest and/or is relevant to you.
- to contact you if we need to obtain or provide additional information.

We do not rent or trade email lists with other organisations and businesses.

This privacy policy explains how we use any personal information we collect about you as a subscriber to our e-newsletter.

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 ("GDPR")

### 2. Who are we?

Wortwell Parish Council is the Data Controller (contact details below). This means the council decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Wortwell Parish Council complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

### 4. What information do we collect about you?

- Information that you provide to us for the purpose of subscribing to our e-newsletter
- Any other information that you choose to send to us

### 5. How will we use the information about you?

- To enable us to provide e-newsletters for the benefit of residents in and around the geographical area of Wortwell;
- To administer subscriber membership records;
- To inform you of news, information, events and activities,
- To maintain our own records.

### 6. Sharing your personal data

Your personal data will be treated as strictly confidential by the officers of Wortwell Parish Council and will not be shared with any third parties.

### 7. What is the legal basis for processing your personal data?

Processing is necessary for the legitimate interests of the data controller, except where such interests are overridden by the interests, rights or freedoms of the data subject. The legitimate interests of the data controller are detailed in section 5 above. Provided that:

- The processing relates only to subscribers to the e-newsletter, and
- There is no disclosure to a third party without consent.

#### 8. How long do we keep your personal data?

We keep your personal data for as long as you remain a subscriber of Wortwell Parish Council's e-newsletter. When your membership ends, your personal data is destroyed.

#### 9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Wortwell Parish Council holds about you;
- The right to request that the Wortwell Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Wortwell Parish Council to retain such data;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data,
- The right to lodge a complaint with the Information Commissioners Office.

#### 10. Changes to our privacy policy

We keep our privacy policy under regular review, and we will place any updates on our village website [wortwellpc.norfolkparishes.gov.uk](http://wortwellpc.norfolkparishes.gov.uk)

#### 11. To unsubscribe to our e-newsletter

You have a right at any time to unsubscribe to our e-newsletter by emailing Lua Leggett, Parish Clerk, contact details below

#### 12. How to contact us

Please contact us if you have any questions about our privacy policy, or information we hold about you, by email to the Parish Clerk [lua@wortwellpc.org.uk](mailto:lua@wortwellpc.org.uk) or telephone 01986 788789.