MILBORNE PORT PARISH COUNCIL

# Information Privacy Notice

The Parish Council holds personal information on Councillors, staff, contractors and individuals it has contact with. This information is stored securely, whether electronically or as paper records, so that only authorised people can use it, within the scope of their authority. Such information is only retained for as long as necessary.

Electronic records are stored on a password-protected computers held by the Parish Clerk & Deputy Parish Clerk The passwords are changed regularly. The computers have anti-virus and firewall software installed and are regularly backed up to cloud files.

Parish Councillors hold contact details of individuals in touch with them. All Councillors' computers are advised to be password and virus protected.

Paper records are stored in the Parish Clerk office.

Records could be required by criminal justice agencies or Her Majesty's Customs and Revenue.

## Contact Details:

Questions about the Parish Council's policy or procedures should be directed to the Parish Clerk:

**Email: parishclerk@milborneport-pc.gov.uk**

**Telephone: 01963 251268**

**Website: www.milborneport-pc.gov.uk**

For further advice and information, or to complain about the Parish Council's management of personal information, please contact the Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.gov.uk

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