

Cyngor Cymuned **Dwyrîw** Community Council

Privacy Policy

Dwyrîw Community Council is committed to protecting the privacy and personal information of everyone that contacts them.

The information provided such as name, address, telephone number and email, will be processed and stored to enable the Council to make contact and respond to the correspondence. The personal information will not be shared or provided to any other third party.

Personal information held by the Council

- The Clerk holds a copy of the Electoral Register for the community
- Information is held in relation to Planning Applications
- Information is held when volunteered to the Community Council in relation to a query or complaint

Information Security

Dwyrîw Community Council has a duty to ensure the security of all personal information it holds and this is managed by the Community Council Clerk.

The Council ensures that all personal information is protected from unauthorised access, disclosure or loss through appropriate technical means.

The data will only be kept for the purpose it was intended and only for as long as is necessary. After this time it will be deleted.

Access to Personal Information

An individual has the right to request access to the information held about them and can request its amendment or deletion at any time.

Right to Object

An individual has the right to object if they believe their personal data is not being processed for the purpose it was intended.

Complaints

Any complaints about the way personal data is being handled should be made to the Clerk, Sarah Yeomans, yeomans.ranch@btinternet.com 01938 810394 or the Information Commissioners Office – casework@ico.org.uk – 03031 231113

Adopted by Dwyrîw Community Council – June 2018