

Kimpton Cares Privacy Policy

Contact details

Name: Carina Helmn, Parish Clerk

Address: Parish Room, Kimpton Memorial Hall, Hall Lane, Kimpton SG4 8RD

Phone Number: 01438 832573

Email: clerk@kimptonpc.org.uk

www.kimptonvillage.org.uk

Personal Information

We currently collect and process the following information:

- Name, address, phone number, email addresses

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To be a volunteer for Kimpton Cares
- To be a user of Kimpton Cares

We use the information that you have given us in order to provide volunteer community support to residents of the parish of Kimpton during the Coronavirus outbreak.

We may share this information with #teamherts as an umbrella multiagency organisation for community volunteers in Hertfordshire.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting Parish Clerk, Kimpton Parish Council clerk@kimptonpc.org.uk or 01438 832573

How we store your personal information

Your information is securely stored at Parish Room, Kimpton Memorial Hall, Hall Lane, Kimpton, Herts SG4 8RD or is with one of the co-ordinators of Kimpton Cares.

We keep this personal data in a logbook and/or on the council laptop that will be disposed of at the end of the coronavirus outbreak. We will then dispose this information by burning the logbook and by deleting information from the laptop.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Parish Room, Kimpton Memorial Hall, Hall Lane, Kimpton, Herts SG4 8RD clerk@kimptonpc.org.uk 01438 832573

if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Kimpton Parish Council, Parish Room, Kimpton Memorial Hall, Hall Lane, Kimpton, Herts SG4 8RD

clerk@kimptonpc.org.uk 01438 832573

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>