

## **MYDDLE, BROUGHTON & HARMER HILL PARISH COUNCIL**

### **Grants - Privacy Policy**

Your personal information is being processed by Myddle, Broughton & Harmer Hill Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

#### **Description of processing**

The following is a broad description of the way this council processes your personal information:

Details of your application for grant aid will be held by the Parish Clerk and passed to Council Members for consideration

#### **Reasons for processing information:**

We process personal information to enable us award grants and for accounting purposes.

#### **Type of information processed.**

We process information relating to the above purpose. This information may include:

Personal details- such as name, address and contact details.

#### **Who the information is processed about.**

We process information regarding the person named in the grant application form.

#### **Who the information may be shared with.**

We will not need to share this information with any third party.

<b>Retention Period</b>	All information below will be kept for 6 years for accounting purposes: <ul style="list-style-type: none"><li>• application forms/letters</li><li>• confirmation of grant payment.</li></ul>
<b>Where stored:</b>	Paper/files Electronic
<b>Authority:</b>	Myddle, Broughton and Harmer Hill Parish Council.
<b>Information Asset Owner:</b>	Myddle, Broughton and Harmer Hill Parish Council.
<b>Location Held:</b>	Electronically and Secure File
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

**I agree to the privacy term relating to grant applications:**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Full details of the Council's privacy Policy may be found on the Councils web site - [www.myddleandbroughton-pc.gov.uk](http://www.myddleandbroughton-pc.gov.uk) or from the Parish Clerk at [myddlebroughtonclerk@talktalk.net](mailto:myddlebroughtonclerk@talktalk.net) or 6, Primrose Drive, Shrewsbury, SY3 7TP

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at [peter@dmpayrollservices.co.uk](mailto:peter@dmpayrollservices.co.uk).