



# Vigo Parish Council

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Vigo Village Hall  
The Bay, Vigo Village  
Gravesend  
Kent DA13 0TD  
Tel: 01732 823337

## GDPR Policy

### How we use your data

The General Data Protection Regulation sets out the guiding principles that must be followed when personal data is processed.

### The regulation requires that Personal data must be:

1. Processed lawfully, fairly and in a transparent manner in relation to the individual/data subject;
2. Collated for specified, explicit and legitimate purpose(s);
3. Adequate, relevant and limited to the purpose(s) for which they are processed;
4. Accurate and kept up to date; inaccurate data shall be erased or rectified without delay;
5. Kept for no longer than is necessary for the purpose(s) for which it was processed;
6. Secure, using appropriate technical or organisational measures.

### Vigo Parish Council pledges to:

- Only use personal information you supply to us for the reason that you provided it for.
- Only hold your information for as long as necessary.
- Not pass your information to any other parties unless this is made clear to you at the time you supplied it or there is a statutory requirement to do so.
- Act to ensure that all employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.
- Personal information that is no longer required will be disposed of securely.

### What are your rights to accessing your personal records?

- To ask the Parish Council if it holds personal information about you
- To request a copy of that information
- To ask for incorrect personal information to be corrected
- To be given details about the purposes for which the Council uses the information and of other organisations or persons to whom it is given.

### Why does the council keep personal information?

To enable the council to provide you with the services you require.

Vigo Parish Council holds very little personal information. The majority of data held are relating to the properties in the village.

### How can I ask to see information the council hold about me?

If you want to see the records the council holds about you, you need to put your request in writing.

We will need to check your identity before we can process your request to make sure that we are releasing the information to the right person. We may ask you to bring proof of your identity when making a request (this needs to be photographic ID such as a passport, drivers licence etc).

When you come into our office our clerk will take a copy of your request, check your proof of identity and issue you with a receipt for your application. The request will be processed and a copy of the information we hold about you will be sent to you within 1 calendar month. Once you have received your information you should check it. If any of the information we hold about you is wrong you can ask us to correct it or remove it.

### How will I be given the information?

You are entitled to be given a copy to keep and check for accuracy. This will either be a printout from a computer, a photocopy of the paper records or in electronic format if you prefer.

### What if my information is wrong?

If you think any information recorded about you is wrong, you should inform the Parish Council straight away.

Vigo Parish Council GDPR Policy  
(Reviewed and agreed on 15<sup>th</sup> May 2023 & again on 13<sup>th</sup> May 2024)

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