



KINGSWEAR PARISH COUNCIL

Privacy Notice – Volunteer Support Group (COVID-19)

Identity and Contact Details

This privacy notice details how Kingswear Parish Council use the information that we collect on behalf of the Volunteer Support Group.

We are committed to fully complying with the relevant data protection legislation in the UK including the EU General Data Protection Regulations (GDPR) and the Data Protection Act 2018. As a Council, we recognise our responsibility as data controllers as defined in legislation.

The Data

We may collect and use the following personal information:

- Name and contact details

We will use this information to contact volunteers when requests for help have been received, to keep volunteers informed and to respond to enquiries.

This information is necessary for us to fulfil our contractual and legal obligations and in pursuing our legitimate interests in managing the objectives of the volunteer group.

Data Sharing

Your personal information will be not shared or provided to any other third party without your consent.

Retention

In accord with relevant data protection legislation, we will not retain your information for longer than is necessary for the purposes listed above and to deal with any complaint or dispute you may have. If you require further information about our information retention policies, please contact us.

Your rights

Under UK and EU data protection legislation, you have a number of rights with respect to your information. These include:

- The right to be informed about the information we hold about you
- The right of access to the information we hold about you
- The right to have any errors rectified
- The right to withdraw consent (where consent is the basis of processing)
- The right to object to processing

If you have any questions about the information we hold, how we use it or how to exercise these rights, please contact the Clerk by emailing kingswearclerk2017@outlook.com.

Complaints

If you have any cause for complaint about the way we care for your information, please do contact us and we will do our best to resolve the situation for you. You also have the right to complain directly to the Information Commissioner's Office. You can find details of how to contact them here: <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.