Privacy Policy

Your personal information is being processed by Llanwinio Community Council. We are devoted to managing personal information in line with current legislation and best practice, including the new General Data Protection Regulation (GDPR) which became active on May 25th, 2018. Whenever you provide personal information, we will treat your information in accordance with our privacy policy.

Description of processing

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

Reasons/purposes for processing information:

We process personal information to enable us to provide community council services including councillor/employee information, declarations of interest, letting of land, invoicing, grants, planning applications, general correspondence and accounting and auditing purposes.

Type/classes of information processed
We process information relating to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- goods and services
- financial details
- education details
- employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about
We process personal information about customers and clients, advisers and other professional experts and employees.

Who the information may be shared with
We sometimes need to share the personal information we process with the individual them self and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- business associates, professional advisers
- family, associates and representatives of the person whose personal data we are processing
- suppliers
- local and central government

- financial organisations
- ombudsmen and regulatory authorities
- credit reference and debt collection agencies
- healthcare professionals, social and welfare organisations
- current, past or prospective employers
- examining bodies
  service providers

Retention Period	Personnel records – 3 years after employee leaves Declarations of interest – Term of Office Land letting – Indefinite Invoices – 6 years + current Grants – 6 years + current Correspondence – until matter is resolved
Where stored:	Electronic, paper
Authority:	Llanwinio Community Council
Information Asset Owner:	Llanwinio Community Council
Location Held:	Laptop and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Retention policy – To view the full retention policy please visit our website:
www.llanwiniocommunitycouncil.co.uk

or contact the clerk:

e-mail: clerk@llanwiniocommunitycouncil.com

Tel: 01267 230413

By writing to: The Clerk, Llanwinio Community Council, 18 Bryngorwel, Carmarthen SA31 1SG

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII

The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.