**SHUSTOKE PARISH COUNCIL**

**Temporary Privacy Notice**

**Coronavirus Crisis 2020**

**Introduction**

The Parish Council normally collects and retains very little personal information – generally that related to Councillors and Council contractors, only.

During the current Coronavirus crisis, Villagers have the opportunity to contact the Council to report that they might need assistance or that they are willing to volunteer to provide assistance.

This temporary Privacy Notice outlines what information may be held by the Council and how it will be used. It also explains how the information will be destroyed once the Coronavirus crisis ceases.

**Our contact details**

Name: David Jeans (Clerk to Shustoke Parish Council)

Address: Village Hall, Church Road, Shustoke, B46 2AX

Phone Number: 01675 481077

E-mail: Clerk@Shustoke-ParishCouncil.Org.UK

**The type of personal information we are temporarily collecting**

We are temporarily collecting and processing the following information:

1. Names and contact details of Shustoke residents registering or being registered for assistance;
2. Names and contact details of Shustoke residents and other individuals registering to provide assistance to vulnerable Shustoke residents.

**How we get your personal information and why we collect it**

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

1. To establish which Shustoke residents might require assistance under the current Coronavirus crisis;
2. To register those individuals wishing to volunteer to provide assistance to vulnerable Shustoke residents.

We may also receive personal information indirectly, from the following sources in the following scenarios:

1. Shustoke residents concerned about other individuals;
2. Medical, Healthcare and Social Services professionals;
3. Warwickshire Police;
4. Local Churches;
5. Parish, Borough or County Councillors.

We use the information that you have given us in order to assess what assistance might be provided and by whom.

We may share this information with medical, healthcare or social services individuals, registered volunteers or local councillors.

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

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Parish Clerk – details above;**

**(b) We have a vital interest – to protect lives;**

**(c) We need it to perform a public task – to ensure the safety and health of residents;**

**(d) We have a legitimate interest as a Parish Council to protect the health and interests of residents.**

**Sensitive Data**

Sensitive data relating to an individual’s health will only be stored where explicit consent has been obtained from the individual.

It will be collected and stored only to the extent that the information protects a person at risk and may save someone’s life. Only the minimum necessary information will be collected and stored.

**How we store your personal information**

Your information, in electronic or paper form, is securely stored by Parish Councillors or the Parish Clerk.

We will keep personal information until the Coronavirus crisis is over. We will then securely dispose of this information.

***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 the Clerk (details above) 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 the Parish Clerk (details above.)*

*You can also complain to the Information Commissioner’s Office (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*](https://www.ico.org.uk)