



## PRIVACY NOTICE

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|----------------------------|---|
| <b>Area</b>                | St Arvans Community Council                       |
| <b>Contact Details</b>     | Clerk: 07902511468<br>clerk@starvanscouncil.co.uk |
| <b>Privacy Notice Name</b> | St Arvans resident information                    |

**Data Controller:** Vicky Clode, Clerk to St Arvans Community Council

The Meeting Rooms  
St Arvans  
Chepstow  
Monmouthshire. NP166EU

### 1) Have we sourced your personal data directly from you?

Yes. In May, 2018, the Chair of St Arvans Community Council sent an e-mail to residents in St Arvans who had previously provided contact information to ask if they would still like to be contacted by e-mail. Only the email addresses of those residents who replied in the affirmative, along with several further residents who have applied in writing at Open Mornings, appear on the Distribution List.

### 2) What information does the Community Council collect about you?

The Community Council collects and processes a range of information about you. This only includes: Name and e-mail address.

### 3) The Council may collect this information in a variety of ways:

Initially via an e-mail request from Chair/Clerk. Subsequently by written application from a resident to be added to the Distribution List.

### 4) We will store your data: Electronically

### 5) Why does the Council process your personal data? For communication purposes

### 6) Special categories of personal data: None

### 7) Who has access to your data?

The Clerk to St Arvans Community Council  
The Chair of St Arvans Community Council

### 8) Is the Data transferred out of the Community Council: No

### 9) How does the Council protect data?

The Community Council has a risk assessment in place to ensure the security of the data it processes is not lost, accidentally destroyed, misused or disclosed. The Distribution List is only accessible from the Clerk's webmail which is password protected.

Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.