



Dear **Councillors** of **Knapton Parish Council**

## **Privacy Statement / Promise | May 2020**

**We need to advise you exactly concerning the information we hold about you.**

1. The council is the data controller and the Parish Clerk is the data processor and the data protection officer
2. Contact details for Dee Holroyd, the Parish Clerk, are below
3. We will always treat your personal information with great care
4. The purpose for processing the information is for the administration of Knapton Parish Council
5. The period for which the personal data will be stored is four years
6. We will never share your information with anyone else
7. The source of our information has come from you

**As a data subject you have detailed rights including;**

1. right of access to your own personal data
2. right of correction, erasure and to object to processing
3. and the right to lodge a complaint with the Information Commissioner (the ICO).

**Please advise us if you change your mind at any time about our holding this information.**

\* \* \* \* \*

Please tick the box and sign to say that you consent. You can change your mind at any time.

<input type="checkbox"/>	<b>Peter Neatherway</b>	<i>Signed</i> .....	<i>Date</i> .....
<input type="checkbox"/>	<b>Patrick Lee</b>	<i>Signed</i> .....	<i>Date</i> .....
<input type="checkbox"/>	<b>Alan Young</b>	<i>Signed</i> .....	<i>Date</i> .....
<input type="checkbox"/>	<b>Andrew Claydon</b>	<i>Signed</i> .....	<i>Date</i> .....
<input type="checkbox"/>	<b>John Lawton</b>	<i>Signed</i> .....	<i>Date</i> .....
<input type="checkbox"/>	<b>Elizabeth Winter</b>	<i>Signed</i> .....	<i>Date</i> .....
<input type="checkbox"/>	<b>Keith Lawrence</b>	<i>Signed</i> .....	<i>Date</i> .....