

# KENWYN PARISH COUNCIL

## Check list questions – Privacy Notices

We have reviewed any privacy notices our Council supplies at the point of data collection to ensure the following is contained within it:

- Identity and contact details of the controller and data protection officer

*Council and appointed Data Protection Officer*

- Purpose of the processing and the legal basis for the processing
- Any recipient or categories of recipients of the personal data

*For example Residents/ Hirers/Service Users/Email list*

- Retention period or criteria used to determine the retention period

*Check LCPAS Retention of Document Policy in Pack 1*

- Existence of each data subject's rights
- The right to withdraw consent at any time, **where relevant**
- The right to lodge a complaint with the Information Commissioner
- Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide personal data
- The existence of automated decision making, including profiling and information about how decisions are made, the significance and consequences, **where relevant**

Privacy Notice Adopted Date:

Mayor/Chairman Signature