



## **HENSTRIDGE PARISH COUNCIL**

**Clerk:** Emma Curtis, 14 Everlanes Close, Milborne Port, SHERBORNE, DT9 5FT

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### **INFORMATION PRIVACY NOTICE**

The Parish Council holds personal information on Councillors, staff, contractors and individuals it has contact with. This information will be stored securely, whether electronically or as paper records, so that only authorised people can use it, within the scope of their authority. Such information is only retained for as long as necessary.

Electronic records are stored on a password protected computer held by the Parish Clerk. The password is changed regularly. The laptop has anti-virus and firewall software and is regularly backed-up.

Parish Councillors hold contact details of individuals in touch with them. All Councillors computers are password and virus protected.

Paper records are stored in the Clerk's office.

Records could be required by Criminal Justice Agencies or Her Majesty's Customs and Revenue.

For further advice and information, or to complain about the Parish Council's management of personal information, please contact:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[www.ico.gov.uk](http://www.ico.gov.uk)