



# GDPR – Privacy Notice for Vulnerable People

# MARDEN PARISH COUNCIL

## PRIVACY NOTICE FOR VULNERABLE PEOPLE

### **Our contact details**

Name: Alison Hooker, Clerk to Marden Parish Council  
Address: Parish Office, Marden Memorial Hall, Goudhurst Road, Marden TN12 9JX  
Phone Number: 01622 832305 / 07376 287981  
E-mail: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)  
Date: 27<sup>th</sup> March 2020

### **The type of personal information we collect**

We currently collect and process the following information:

- Name
- Address
- Mobile telephone number
- Landline telephone number
- Email address

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

Most of the personal information we process is provided to us directly by you for the following reason:

- To obtain assistance/support from volunteers provided by Marden Parish Council during emergency situations

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

- Marden Medical Centre
- Marden Parish Church
- Other residents within the parish

Data is collected from these other sources if they believe you require assistance for them. We will then contact you to ascertain that this is correct. If it is, we will keep the data for the relevant amount of time, if not, we will delete from our system.

We use the information that you have given us in order to pair you with a volunteer who lives close to you so that you can contact them direct for shopping, collecting prescriptions or just having a chat over the telephone.

We may share this information with:

- Marden Parish Church
- Marden Medical Centre
- Marden Pharmacy
- One Stop
- Kent Mart
- West End Stores
- Marden Farm Shop
- Stanleys Garage

Your data would be shared to allow them to know who is collecting shopping/ prescriptions for you. In this case it is usually just your name that will be provided.

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 Alison Hooker at [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / 07376 287981**
- (b) **We have a vital interest – to offer you support and assistance during an emergency**
- (c) **We need it to perform a public task – to offer you support and assistance during an emergency**
- (d) **We have a legitimate interest – to offer you support and assistance during an emergency.**

#### **How we store your personal information**

Your information is securely stored by the Parish Council on a single desktop computer. We will keep your information for a period of at least three months, or longer if the emergency continues. We will then dispose of this information by deleting all records from the system.

If in the meantime you no longer require assistance, perhaps you have family member or neighbour who is helping you or wish your details to be deleted please inform Ali at [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / 07376 287981

#### **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 us at Marden Parish Council, Parish Office, Marden Memorial Hall, Goudhurst Road, Marden TN12 9JX / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / 07376 287981 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 us at Marden Parish Council, Parish Office, Marden Memorial Hall, Goudhurst Road, Marden TN12 9JX / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / 07376 287981

You can also complain to the 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>

### **Office Opening Times**

Mondays, Tuesdays & Fridays 10am - 12 noon

[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

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