

# Chaddesley Corbett Parish Council Privacy Policy

## CORONA VIRUS EMERGENCY

### **Our contact details**

Name: Chaddesley Corbett Parish Council  
Address: c/o 7 Hemming Way, Chaddesley Corbett  
Phone Number: 01562 777976  
E-mail: [clerk@chaddesleyparishcouncil.org.uk](mailto:clerk@chaddesleyparishcouncil.org.uk)  
Website: [www.chaddesleyparishcouncil.org.uk](http://www.chaddesleyparishcouncil.org.uk)  
Start Date: 1 April 2020

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

During the current CoronaVirus Emergency we are collecting and processing the following information relating to the team of Volunteers and persons that request assistance from them:

- Name and address
- Telephone numbers
- Email address
- DBS Registration
- Interest and Hobbies for WhatsApp conversations
- Record of contacts made and services provided

### **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 one of the following reasons:

- Delivering Prescriptions for Chaddesley Corbett Surgery
- Shopping and other activities as required whilst residents are unable to leave their homes during the CoronaVirus restrictions.
- WhatsApp conversations

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

- Chaddesley Corbett Dispensary and Surgery in respect of delivery of prescriptions.

We use the information that you have given us in order to:

- Arrange for volunteers to collect and distribute prescriptions
- Arrange for shopping and other activities
- Match up residents and volunteers for a group chat on WhatsApp

We may share this information with:

- The organiser of the volunteer group
- The organiser of the WhatsApp group
- The parish Clerk
- Parish Councillors (restricted to those involved in the scheme)
- Volunteers allocated to specific tasks

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting:

The Parish Clerk

Email: [clerk@chaddesleyparishcouncil.org.uk](mailto:clerk@chaddesleyparishcouncil.org.uk)

Telephone: 01562 777976

We collect personal information by email or telephone calls.

This personal information is collected for use in co-ordinating volunteers to provide services to residents who are unable to leave their homes during the CoronaVirus Emergency. We are using the data to provide a service to an individual at their request. The information will not be used for any other purpose.

We ask for your agreement to sharing your personal information with a select number of individuals working on the project and your confirmation is received by email and retained for the duration of the current Emergency.

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

Your information is securely stored

On the Parish Council dedicated laptop located at 7 Hemming Way, Chaddesley Corbett.

The information is maintained on a Microsoft spreadsheet which is shared with a select number of individuals who are working on the project. The spreadsheet is shared via a password protected folder using the secure Dropbox Cloud storage facility.

The information will be retained and updated for the period of the current CoronaVirus emergency and will be deleted when no longer required for this purpose.

## **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.

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:

[clerk@chaddesleyparishcouncil.org.uk](mailto:clerk@chaddesleyparishcouncil.org.uk) or 01562 777976 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

[clerk@chaddesleyparishcouncil.org.uk](mailto:clerk@chaddesleyparishcouncil.org.uk)      01562 777976

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>

Whilst administering the scheme, the Parish Council and its volunteers have taken due notice of documents issued by other authorities, namely:

Standard Operating Procedure Covid-19 Interim Measures for pharmacy/dispensing practice prescription deliveries using council volunteer community transport arrangements

Hereford and Worcestershire Councils produced in conjunction with NHS Herefordshire and Worcestershire CCG – Volunteer driver agreement for delivery of prescriptions and community pharmacies/dispensing practices during COVID-29 Outbreak 30/03/2020.