



Checklist

Right to be informed

What to provide

We provide individuals with all the following privacy information:

- The name and contact details of our parish.
- The name and contact details of our data controller—Mr Julian Payne, Louieville, 9 Unicorn Close, Plympton, Plymouth PL7 4QD, Tel: 01752 344632 Mob: 07778105752 Email: julian.payne1@btinternet.com
- The purposes of the processing (see Privacy Notices).
- The lawful basis for the processing.
- The legitimate interests for the processing (see Privacy Notices).
- The categories of personal data obtained (See Data Audit).
- The recipients or categories of recipients of the personal data (see Data Audit).
- The details of transfers of the personal data to any third countries or international organisations (see Privacy Notices).
- The retention periods for the personal data (See Data Audit).
- The rights available to individuals in respect of the processing (see Privacy Notices).
- The right to withdraw consent (see Privacy Notices).
- The right to lodge a complaint with a supervisory authority. (see Privacy Notices).
- The source of the personal data (if the personal data is not obtained from the individual it relates to). (See Data Audit).
- The details of whether individuals are under a statutory or contractual obligation to provide the personal data (See Data Audit).



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When to provide it

We provide individuals with privacy information at the time we collect their personal data from them.

If we obtain personal data from a source other than the individual it relates to, we provide them with privacy information:

- within a reasonable of period of obtaining the personal data and no later than one month;
- if we plan to communicate with the individual, at the latest, when the first communication takes place; or
- if we plan to disclose the data to someone else, at the latest, when the data is disclosed.

How to provide it

We provide the information in a way that is:

- concise;
- transparent;
- intelligible;
- easily accessible; and
- uses clear and plain language.

Changes to the information

- We regularly review and, where necessary, update our privacy information.
- If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.



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Best practice – drafting the information

- We undertake an information audit to find out what personal data we hold and what we do with it.
- We put ourselves in the position of the people we're collecting information about.
- We carry out user testing to evaluate how effective our privacy information is.

Best practice – delivering the information

When providing our privacy information to individuals, we use a combination of appropriate techniques