



## **Dartmoor Commoners' Council Privacy Policy**

### **General Privacy Notice**

At Dartmoor Commoners' Council we view data protection seriously and take all reasonable steps to ensure that your information is safe and accurate at all times.

This policy explains why we collect information from you, what information we need, how we use it and keep it safe and what your rights are. Being transparent and providing accessible information to individuals about how we use their personal information is a key element of the UK Data Protection Act 1988 and the EU General Data Protection Regulation 2016/679. The Dartmoor Commons Act 1985 requires us to maintain a Register of Commoners and other graziers of the commons. In order to do this effectively, we need to collect and use personal information about you.

### **How we collect information about you**

Dartmoor Commoners' Council holds certain personal information from which you can be identified. This information is collected directly from you. You may give us your personal information in order to register your common rights on our Register of Commoners; make a contribution payment; carry out volunteering work; or apply for a job. The personal information we collect might include your name, address, telephone number, email address & animal marks.

### **How this information is used, who has access to it and where it's stored**

Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this Policy. We will use the information you provide to:

- fulfil your requests, for example to register your common rights with Dartmoor Commoners' Council; applications for employment; and processing your contribution payments.
- provide you with information. We will also send you an annual invoice for your contribution payment and reminders.
- Identify your animals grazing on the common

We will never share your information without your consent, except where:

- we are legally required to do so – for example by a law enforcement agency legitimately exercising its powers, or if compelled by an order of a court.
- it is necessary to protect or defend our rights, property or the personal safety of our staff, commoners, or visitors to our premises or websites.

The Register of Common Land, held and maintained by Devon County Council is a public document. The Register of Commoners, maintained by Dartmoor Commoners' Council is shared with your Local Commoners' Associations and its members; Defra; and the Rural Payments Agency.

We will never sell your information to other organisations.

## **Security**

We hold your personal information in accordance with the security provisions of the UK Data Protection Act 1988 and the EU General Data Protection Regulation 2016/679. Unfortunately, the transmission of data across the internet is not completely secure and whilst we do our best to protect the security of your information, we cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

## **Consent and keeping your information up to date**

By giving us your personal information, or if you have given it to us in the past, you give your consent to the collection, storage processing and use of your personal information by us described in this policy.

If your personal details change, please help us to keep your information up to date by notifying us at [www.dartmoorcommonerscouncil.org.uk](http://www.dartmoorcommonerscouncil.org.uk) (mail to: [office@dartmoorcommoners.org.uk](mailto:office@dartmoorcommoners.org.uk)) telephone 01822 618892.

## **Your rights to access, make changes or ask us to stop using your data**

You have the right to view, amend or delete the personal information that we hold about you. Please apply in writing to:

The Office Administrator, Dartmoor Commoners' Council, 1 Canal Road, Tavistock, PL19 8AR

## **Changes to this policy and further information**

This notice is the latest version as at May 2018. We may change our privacy policy from time to time to comply with new legal requirements. If we make any significant changes in the way we treat your personal information, we will make this clear on our website <http://www.dartmoorcommonerscouncil.org.uk/> or by contacting you directly.

## **Further Information**

Please visit the Information Commissioner's Office at <http://www.ico.org.uk/>