

Baginton Parish Council

Notice of Erasure of Personal Data

Regulations

Under General Data Protection Regulation (GDPR) rules, individuals have the right to request their personal data to be deleted from all Parish Council databases. It is also known as the right to be forgotten.

The broad principle underpinning this right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued use or for the Parish Council to continue to hold it.

However, careful thought should be given before invoking this right. Formally being cut off from the Parish Council, its services, reports, resources, activities and other support mechanisms may not be the best approach.

The Council's Subject Access Request Policy and Subject Access Application Form can help restrict how the Council contacts you. This may be a less radical route than complete erasure.

Also, in a small village such as Baginton, erasure from the Parish Council Database may not achieve the desired effect. If your contact details exist on databases for clubs, activities, events and other circulation lists that are not controlled by the Parish Council, the Council cannot delete those records.

Overall, the Council offers this facility under GDPR, but do not recommend it as a first course of action. Please talk to the Council first if you are having difficulties.

The process for erasure is described in the Subject Access Request Policy.

Baginton Parish Council

Full Erasure Request

To Councillors, Website Manager and Officers.

I have received a request for Full Erasure of Personal Data held by the Parish Council in relation to the person named below.

Name.....

Please ensure that all identifiable personal records relating to the above person are removed from your personal database.

Exemptions

- If the personal data has been gathered via non-Parish Council sources, deletion is not enforceable e.g. data received as a neighbour, friend, club member or other legitimate associate within the Village.
- If the information held was received from legitimate, publically available databases, deletion is not enforceable e.g. data is publically available via published contact details for local clubs and groups, personal websites, Facebook etc.
- If holding the data is a statutory requirement e.g. the Clerk's electoral list.