



### Application for Assistance with Gardening

This service is available to **residents of Stirchley and Brookside** who are of **STATE PENSIONABLE AGE or REGISTERED DISABLED** and who are unable to manage the maintenance of their gardens themselves through illness or disability and *have no help from able family members*. The service is a **BASIC** one of mowing lawns and once/twice yearly pruning of small garden shrubs/bushes. Our Environmental Maintenance Officers are unable to prune trees or large conifers. Lawns should be free of animal waste in order for the work to be carried out.

To enable us to assess your application for assistance, please complete the form below and return it to the above address. Following assessment, you will be advised what help the council is able to offer. There is currently no charge for this service. Please complete and return this form to the above address. Thank you.

<b>Name</b>	
<b>Address</b>	
<b>Phone Numbers</b>	
<b>Date of Birth</b>	
<b>Date of Application</b>	

*Please give us details of everyone living in your household.*

Name	Age	Details of disability / illness

**1. What tasks can you manage yourself and 2. what help do you need?**

**Is there any information you would like the Council to take into account?**

**Action Taken:**

**On behalf of Parish Council..... Date: ..... Applicant Signature .....**

## Gardening Scheme Privacy Policy

Your personal information is being processed by Stirchley & Brookside Parish Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### Description of processing

The following is a broad description of the way this council processes personal information:

### Reasons for processing information

We process personal information to enable us to manage our gardening service.

### Type of information processed

We process information relating to the above purposes. This information may include personal details- such as name, address and contact details.

We also process sensitive classes of information that may include physical or mental health details.

### Who the information is processed about

We process information regarding the person named in the application for our gardening service.

### Who the information may be shared with

We may share this information with committees or individuals involved in the running of the gardening service. We will not share information with any third parties.

### Retention policy

<b>Retention Period</b>	All information below will be kept whilst you are receiving gardening assistance.
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Stirchley and Brookside Parish Council
<b>Information Asset Owner:</b>	Stirchley and Brookside Parish Council
<b>Location Held:</b>	Electronically and Secure File
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	Yes

## Rights of Data Subjects

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their PII
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to organisation processing their PII
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at:

Peter Malley, [peter@dmpayrollservices.co.uk](mailto:peter@dmpayrollservices.co.uk)

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: