

# CLENCHWARTON PARISH COUNCIL

## DATA PROTECTION PRIVACY NOTICE

### 1. Back ground :

This privacy notice lets you know what happens to any personal data that you give us to use, or any that we may collect from or about you. It applies to all services and activities where we collect your personal data. This privacy notice applies to the personal information processed by or on behalf of the Parish Council, as defined by the General Data Protection Regulation (GDPR) 2018

### Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notices for changes whenever you visit our website.

The Parish Council and our data protection officer

Clenchwarton Parish Council is the data controller of your personal data.

### 2. What kind of personal information about you do we process?

Personal information that we will process includes:

Personal contact details (e.g. title, name, addresses, phone numbers)

Copies of correspondence between you and the council (e.g. emails you may have sent us)

Services you have received from us, as well as associated payments methods used

(e.g. allotment records) Services and goods you provide to us (e.g. as a sole trader)

Employment details (if you apply for a job with or are employed by the Council)

### 3. What is the source of your personal information?

We will collect personal information from the following general sources:

From you directly (e.g. allotment holders, employment information)

### 4. What do we use your personal data for?

We use your personal data, including any of the personal data listed in section 2 above, for the following purposes:

To respond to a request for a service or manage a service that we provide to you (or you provide for us, e.g. as a contractor)

To monitor and record our communications with you and our staff (see below)

To comply with legal and regulatory obligations, requirements and guidance

To assess job applications or to manage existing staff employment

To process applications for grants, or to become a councillor

To carry out our public duties and tasks

We will never use your personal information for purposes other than those for which it was provided or obtained without first obtaining your consent.

## 5. What are the legal grounds for our processing of your personal information (including when we share it with others )?

We rely on the following legal basis to use your personal data:

Where it is needed to provide you with services, such as processing requests for information or services that you make to the Council, or providing services to you (such as allotment for a family member) and at all stages and activities relevant to managing services provided to you.

To comply with our legal obligations

For a public task, such as performing a task in the public interest or for our official functions, where the task or function has a clear basis in law

With your consent, such as when you have given us a clear consent to process your data for a specific purpose

## 6. When do we share your personal information with other organisations?

We may share information with the following third parties for the purposes listed below:

Government and regulatory bodies, e.g. the Borough Council or County Council

Other organisations and businesses who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions

Our bank (e.g. for making payments to you)

Our auditors

## 7. How and when can you withdraw your consent?

Where we rely on your consent to process personal data, you can withdraw this any time by contacting us using the details below, or via our website

## 8. Is your personal information transferred outside the UK or the EEA?

We are based in the UK however sometimes your personal information may be transferred outside the European Economic Area. If we do so we will make sure that suitable safeguards are in place, for example by using approved contractual agreements, unless certain exceptions apply.

## 9. What should you do if your personal information changes?

You should tell us so that we can update our records using the contact details below or via our website. We will then update your records if we can.

## 10. For how long is your personal information retained by us?

Unless we explain otherwise to you, we will hold your personal information based on the following criteria:

For as long as we are required to, in line with the legal and regulatory requirements or guidance

For as long as we have reasonable needs, such as managing our relationship with you and managing our work

For as long as we provide services to you

## 11. What are your rights under data protection laws?

Here is a list of all the rights individuals have under data protection laws. They do not apply in all circumstances. If you wish to use any of them, we will explain at that time if they are appropriate or not.

The right **to be informed** about the processing of your personal information

The right to have your personal information **corrected** if it is **inaccurate** and to have incomplete personal information completed

The right **to object** to the processing of your personal information

The right **to restrict the processing** of your personal information

The right **to have your personal information erased** (the “right to be forgotten “)

The right **to request access** to your personal information and to obtain information about how we process it

The right **to move, copy or transfer your personal information** (“data portability”)

You have the right to complain to the Information Commissioners Office which enforces data protection laws : <https://ico.org.uk/>

## Contact us

If you have any questions regarding this privacy notice, or if you wish to exercise your rights you can do so via email to [clerkclenchwarton@btconnect.com](mailto:clerkclenchwarton@btconnect.com). Alternatively, you can phone 01553 773254 or write to the clerk at The Parish Office, Black Horse Road, Clenchwarton PE34 4DN

Adopted August 2018