

GREAT BEALINGS PARISH COUNCIL

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PRIVACY NOTICE

Introduction – Gt Bealings Parish Council have provided this privacy notice to help explain why and how we collect, use and protect your information whilst acting as a Parish Council. The use of your personal information is important to you and us, and the purpose of this document is to clearly acknowledge the Parish Council's responsibilities in relation to the General Data Protection Regulations (GDPR) – Data Protection Act 2018.

Personal Data – means any information related to an identified or identifiable natural (living) person (**data subject**). Gt Bealings Parish Council only holds low level data, such as name, address, email address, phone number, organisation. This data will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our services. Your personal information will not be shared or provided to any other third party.

The Council's Right to Process Information – GDPR Article 6 (1) says we are allowed to use personal information only if we have a proper reason to do so. GDPR states we must have one or more of the following reasons:

- Processing is necessary for compliance with a statutory obligation or legal duty
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller
- Processing is with the consent of the data subject

Where do we hold data? – Data is held on the Parish Council's official laptop computer and in paper format at the home of the Council Clerk

Information Security – Gt Bealings Parish Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss manipulation or unauthorised disclosure. A secure password is needed to access the data on the Council's laptop, and all hard copies of data stored by the Council is in filing cabinets locked in the home of the Council Clerk.

Children – We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

Your Rights – GDPR provides you with the following rights:

- **Access to Information** – You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer by email or by post or by using the Subject Access Request application form. You will be required to provide proof of identity.
- **Information Correction** – If you believe that the information we have about you is incorrect or out of date, you may inform us so that we can update it and keep your data accurate.
- **Information Deletion** – If you wish the Council to delete the information about you, please contact the Data Protection Officer.
- **Right to Object** – If you believe your data is not being processed for the purpose it has been collected for, you may object.
- **Rights Related to Automated Decision Making and Profiling** – Gt Bealings Parish Council does not use automated decision making or profiling of individual personal data.

How long do we hold personal data? – Gt Bealings Parish Council is required by law to hold certain documentation, such as minutes and insurance papers, in perpetuity. Other documentation is required to be kept for seven years (for example accounts). All other personal data is only to be kept if:

- We have a legitimate interest to hold it, except where this interest is overridden by the interests, rights or freedoms of the data subject.
- We have a separate legal obligation to hold it
- Holding the data is vital to protect the interests of the data subject or another person
- Holding the data is in the public interest
- The data is necessary for the performance of a contract
- Consent from the data subject is held

We review the data we hold on an annual basis and any that is no longer required is destroyed.

Breaches - The Council will always treat any data breach as a serious issue, and all potential breaches will be thoroughly investigated. If you need to report a breach, please contact the Council's Data Protection Officer.

To sum up – In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data.

Complaints – If you have a complaint about the way your personal data has been processed, you may make a complaint to the Council's Data Protection Officer and/or the Information Commissioner's Office at casework@ico.org.uk Tel: 0303 123 1113