

## **ENMORE PARISH COUNCIL - GENERAL DATA PROTECTION REGULATIONS 2018**

### **PRIVACY POLICY DOCUMENT.**

#### 1. Your Personal Data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, e-mail address or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulations (the GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

#### 2. Council Information

This Privacy Policy is provided to you by ENMORE PARISH COUNCIL which is the data controller for your data.

ENMORE PARISH COUNCIL: Wind whistle Cottage, Enmore, Bridgwater Somerset TA5 2AJ.

#### 3. Who are the Data Controllers

Solely the Parish Council.

#### 4. What personal data is collected?

- Titles and names
- Contact details such as addresses, telephone numbers and e-mail addresses.

5. The Council will comply with Data Protection Law. This says that the personal data we hold about you must be:

- Used lawfully and in a transparent way.
- Relevant to the purpose we have told you about and limited to that purpose.
- Accurate and kept up to date.
- Kept only for as long as necessary for the purpose intended.
- Kept and destroyed securely including that sufficient security and technical measures are in place to safeguard all personal data.

6. We use your personal data for some or all of the following purposes

- To deliver public services including understanding your needs to receive such services.
- To contact you by post, e-mail or telephone.
- To prevent and detect fraud and corruption in the use of public funds and, if necessary, for law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best practice.
- To promote the aims of the Council.
- To seek your views, opinions and comments.
- To notify you of changes to our facilities, services, staff and Councillors.
- To process relevant information on financial transactions including grants, invoices and payments for services incurred by the Council.

7. What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes discharge of the Council's statutory functions and powers. Sometimes when exercising these powers and duties it is necessary to process personal data of residents and people using and/or supplying the Council with services. We will always consider your interests and rights. This Privacy Policy sets out your rights and the Council's obligation to you.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract such as a tendering process. An example of this would be processing data in relation to a sports facility, village hall and village shop leases and allotment gardens. Sometimes the use of personal data requires your consent and we will gain that consent.

8. Sharing your personal data?

The Council will implement appropriate security measures to safeguard your data. This section of the policy determines who we may share your data with. These third parties also have a legal obligation to put in place appropriate security measures and will be responsible to you directly for the manner

in which they process your personal data. It is likely that we may have to share your data with the higher tier Councils i.e. the County and District Councils and possibly charitable or commercial bodies in relation to grant aided events such as sports, arts or heritage.

#### 9. How long will we keep your data?

We will keep some records permanently if legally required to do so as a Statutory duty to keep Minutes of meetings in perpetuity and other records such as financial accounts for at least 8 years to comply with HMRC audits and tax information. The Council is permitted to retain data in order to pursue or defend claims. In some cases, the law puts a time limit on such claims (e.g. 3 years for personal injury and 6 years for breaches of contract). We will keep this information only for as long as it takes to resolve the action. In general terms we will only retain the information for as long as it is relevant and then will securely and appropriately delete it.

#### 10. Your rights and your personal data.

You have the following rights with respect to your personal data but when exercising these rights listed below, and in order to process your request, we may need to verify your identity to safeguard your security. In which case you will need to respond with proof of your identity before you can exercise these rights:

- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have personal data erased
- The right to object to processing of your personal data or restrict its use
- The right to data portability
- The right to withdraw your consent to the processing, at any time, for the processing of data to which the consent was given
- The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioner's Office on 0303 123 1113 or via e-mail:

<https://ico.org.uk/global/contact-us/email/> or write to The Information Commissioner's Office, Wycliffe House Water Lane, Winslow, Cheshire SK9 5AF.

### 11. Transfer of Data Abroad

In the very unlikely scenario of the Parish Council transferring personal data to countries or territories outside of the European Economic Area it will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is accessible globally and some data within minutes or newsletters could be accessed overseas.

### 12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to processing and setting out the justification. Where and whenever necessary we will seek your prior consent to the new process.

### 13. Changes to this Policy

We will keep this Privacy Policy under review and will publish on our website with any subsequent updates or alterations – website: <http://www.enmorepc.org.uk>

This Policy was first published: September 2018 and adopted at Enmore Parish Council meeting on Thursday 1st. November 2018. Reviewed 09/06/2022

### 14. Contact Details

Please contact us if you have any questions about this Privacy Policy or any personal data we hold on you or to exercise all relevant rights, queries or complaints at:

Debbie Mcilroy, Clerk to the Council and Data Controller,

Wind Whistle Cottage Enmore Bridgwater TA5 2AJ

e-mail: [enmorepc@gmail.com](mailto:enmorepc@gmail.com) phone: 01278 456964