

HORSFORD PARISH COUNCIL

Data protection privacy notice

1. Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services and activities where we collect personal data. This privacy notice applies to all 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 notice for changes whenever you visit our website.

The Parish Council and our Data Protection Officer

Horsford Parish Council is the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for data protection compliance. You can contact the Data 2. Officer at Horsfordpc@gmail.com

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

Personal information that we will process includes:

Personal and Contact details (e.g. title, name, address, phone number)

Copies of Correspondence between you and the Council (e.g. e-mails or letters that you have sent to us)

Services that you have received from us (e.g. allotment records and the associated methods of payment)

Services and goods you provide us with (e.g. as a sole trader)

Employment Details if you are employed by the Council

3. What is the source of your personal information ?

We will collect information from the following general sources – From you directly (e.g. allotment tenancy agreements, applications for employment etc.)

4. What do we use the data for ?

WE use your personal data, including any 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 that you provide to us

To monitor and record our communications between you and our staff

To comply with all legal and regulatory requirements

To process applications for grants or to become a councillor
To carry out our public duties and tasks.

5. What are the legal grounds for our processing your personal information ?

We rely on the following legal bases 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 an allotment, 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 above:

Government and regulatory bodies (e.g. County and District Councils)

Other organisations and businesses who provide services to us such as back-up and hosting providers.

The Council's bank

The Council's auditors

7. How and when can you withdraw your consent ?

Where we rely on your consent to process personal data, you can withdraw this at any time by contacting us at horsfordpc@gmail.com

8. Is your personal information transferred outside the UK

The Council is based in the UK and the Council will make sure that suitable safeguards are in place should it be necessary to transfer information outside the UK.

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

Tell us so that we can update our records. Contact us via horsfordpc@gmail.com

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

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

For as long as we are required to in line with legal and regulatory requirements and 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 a service to you.

11. What are your rights under Data Protection Laws ?

12. What are your rights under data protection laws ?

Here is a list of the rights that all 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 the time whether 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 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 as to how we process it.

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

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

Published March 2019