

Wixams Parish Council

Privacy Policy

July 2018

Policy

1. Council information

This Privacy Policy is provided to you by Wixams Parish Council which is the data controller for your data.

2. Your personal data

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email 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 Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

3. 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 the discharge of the council’s statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council’s services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council’s obligations to you in detail.

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. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

4. Other data controllers the council works with:

- Bedford Borough Council (local authority)

5. Personal data collected:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- The personal data we process will not include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

6. The council will comply with data protection law, which requires that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;

- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about;
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone;
- To help us to build up a picture of how we are performing;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions, or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services;
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

8. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”

9. Personal data – duration held:

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. Please refer to the WPC Data Retention policy for further details.

10. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you;
- (ii) The right to correct and update the personal data we hold on you;
- (iii) The right to have your personal data erased;
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only;
- (v) The right to data portability;
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained;
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

Our website is also accessible from overseas so on occasion some personal data (for example in a set of minutes or agenda) may be accessed from 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 commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Procedure for implementing the Data Protection Policy

1. Privacy Notice

The following privacy notice will be added to the Council's website in relation to applications for allotments; applications for grants; general correspondence relating to planning and other issues:

Wixams Parish Council retain personal and other relevant data only for as long as is necessary. This information will be held securely and shared only with those associated with the reason for which you have contacted the council (eg allotment hire; planning application etc). This information will not be shared with outside agencies, but the Parish Council reserves the right to use the contact details to inform you of other services/events within twelve months of your original application or contact. Please see the privacy Policy for further information.

2. Informed Consent

At the point of engagement with the Parish Council, service users will be asked to give their explicit consent to the Council's appropriate use of their data. The following statement will appear on all hard copy and online application forms:

I hereby give my consent to the Parish Council to retain, use and share the personal data I have supplied in relation to my application/correspondence in line with the General Data Protection Regulation 2018 and its own Privacy Policy. I understand that my data will be erased from their files within twelve months of the cessation of my relationship with the Parish Council.

3. Subject Access Requests

Subject access requests should be submitted in the first instance to the Clerk to the Parish Council. Refer to the SAR Policy for details.

4. Data Breaches

Any instance of a data breach should be submitted to the Clerk to the Parish Council who will refer the matter to the Chairman of the Council. The Chairman will nominate one of the councillors to investigate the matter.

Contact Details

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

The Data Controller, Wixams Parish Council

Email: wixamspc@gmail.com