

# WITHYCOMBE PARISH COUNCIL

## DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data is information and documentation relating to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

For the most part, the data held by Withycombe Parish Council is restricted to public information, such as names and addresses of adult residents within the parish, or the names and addresses of business or property owners within the parish. This level of information is not confidential, as it is publicly available from the Electoral Roll, Companies House, Planning Applications, or from the Land Registry.

### 2. Who are we?

**Withycombe Parish Council** is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

**Withycombe Parish Council**, complies with its obligations under the "GDPR" by keeping personal data from loss; misuse, unauthorised access and disclosure; by ensuring that appropriate technical measures are in place to protect personal data; by keeping personal data up to date; by not collecting or retaining excessive amounts of data; and by securely deleting or destroying it when it is no longer needed.

We use your personal data for the following purposes: –

- To fulfil our statutory duties and powers as a local authority;
- To respond to enquiries from parishioners;
- To communicate with parishioners and volunteers;
- To inform you of news, events and activities affecting the parish.

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

The lawful basis for holding this information is to enable the Parish Council to carry out its *public task* as part of its local government statutory duties and powers.

Where parishioners have contacted the Parish Council, by telephone, email, or other means of correspondence, we may also hold their telephone numbers and/or email addresses. This information has been freely provided by the parishioners, and is used purely for communication purposes.

Parishioners may have also contacted the Parish Council to express an interest in supporting the community, such as delivering leaflets or participating in voluntary community tidy ups and other activities. Contact details of these individuals may be kept on a separate database as a legitimate interest so that they may be informed of activities that they have expressed an interest in or have participated in the past. When contacting these parishioners, action will be taken to 'blind copy' or otherwise withhold their contact details from other members of the group.

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

## **5. How do we secure your personal data**

We retain and dispose of your personal data in accordance with our standing orders.

Specifically, we retain electoral roll data while it is still current; financial records for up to 6 years after the calendar year to which they relate, and parish council minutes permanently.

Correspondence shall be retained only as long as is absolutely necessary, and shall in any event be deleted or destroyed by shredding after a period not exceeding two years following the resolution of the enquiry, unless it is considered likely that the matter may be referred to again.

## **6. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which Withycombe **Parish Council**, holds about you;
- The right to request that the Withycombe Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data, such as correspondence, telephone numbers, and email addresses, are erased where it is no longer necessary for the Parish Council to retain such data; (this does not apply to public information, or information necessary to enable the Parish Council to fulfil its duty and public tasks as a local government organisation);
- The right to be removed from any communication databases at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **7. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk and Responsible Financial Officer, Ms S. Rawle.

[sam.rawle60@gmail.com](mailto:sam.rawle60@gmail.com)

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.