

ELLISFIELD PARISH COUNCIL

Privacy Statement

This notice provides information on how we collect, use and keep personal information.

We are required to collect and use your personal information in order to provide services.

Most of the services we provide are statutory. This means there will be legislation in place which will set out what information we need from you and what we can do with it.

In some cases, you will need to provide us with information because you want to enter into a contract with us. For example, if you rent an Allotment from the Parish Council.

Your personal data – what is it?

Personal data relates 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").

Who are we?

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

How do we process your personal data?

Ellisfield Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To carry out our legal duties and obligations as a Parish Council

- To manage our employees and volunteers;

- To maintain our own accounts and records

- To inform you of news, events, and activities in the parish.

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What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out ensuring there is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential. In some cases, we will share your data with other data controllers

Local authorities

Community Groups

Charities

Other not for profit entities

Contractors

Credit reference agencies

We will only do this where we have a lawful reason to do so. When we collect your data,

Where each of the parties listed above for their own independent purposes then they will be independently responsible to you and if you have any questions, wish to exercise any of your rights or raise a complaint you should do so with the relevant Data controller.

How long do we keep your personal data?

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.

However, 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 currently 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.

Your rights and your personal data You can ask to see what data we hold about you and ask to be sent a copy. This is called a Subject Access. This will be free of charge unless there is a lot of work or a lot of photocopying or postage, which we are allowed to charge a reasonable fee for.

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You can also ask us to:

- Correct your data if you think it is wrong
- Stop using your data if you think we should no longer be using it
- Stop using your data if you think it is inaccurate, until it's put right
- Ask that no automated processing takes place with your data
- Ask for any automated portable electronic data file we hold on you to be sent to another organisation.
- Consider any complaint you have about how we have used your data

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new 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.

9Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Clerk to Ellisfield Parish Council

clerk@ellisfield.gov.uk,

07502992314

If you are unhappy with how the Parish Council has answered your complaint, you can contact

the Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire.

SK9 5AF. <https://ico.org.uk/global/contact-us/email/>

0303 123 1113