

OSPRINGE PARISH COUNCIL

Privacy Policy

Ospringe Parish Council is committed to protecting the personal information we hold of people who use our services.

We comply with all laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). We have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information. All our systems have unique login details and access is only given to the staff who need it.

Your personal information is being processed by Ospringe Parish Council. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which became active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

This statement of privacy applies to Ospringe parish council's use of any personal information we collect or create about you. This includes information:

- we collect from visitors to our website
- given to us by phone, email, in letters, in forms and other correspondence
- given in person

What information we may collect about you and where it comes from

Ospringe Parish Council collects personally identifiable information whenever you access or sign up to any of our services, request information, make a complaint or participate in activities provided by us. This information may include your name, email address, home or work address, telephone or mobile number, date of birth or bank account details. We also collect anonymous demographic information, which is not unique to you, such as postcode, age, gender, preferences.

Description of processing

The following is a broad description of the way this organisation processes personal information:

Reasons/purposes for processing information:

- 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 or telephone
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions

- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury
- 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, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the Parish 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.

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. Sometimes 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.

Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- goods and services
- financial details
- education details
- employment details
- suppliers
- staff
- people contracted to provide a service
- complainants, enquirers or their representatives
- professional advisers and consultants
- landlords
- people captured by CCTV images
- representatives of other organisations
- elected members

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

We process personal information about employees, residents

Who the information may be shared with:

We sometimes need to share the personal information we process with other organisations or individuals. Where this is necessary we are required to comply with all aspects of GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- business associates, professional advisers
- family, associates and representatives of the person whose personal data we are processing
- suppliers
- local and central government
- ombudsmen and regulatory authorities
- current, past or prospective employers
- service providers
- community groups
- contractors

How we use the information we collect about you

We process personal information to enable us to provide a range of government services to local people and businesses which include:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- carrying out public awareness campaigns
- managing our property
- carrying out surveys
- crime prevention including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- planning including applications and decisions, building control, local plans and conservation

Consent

We will ask you for your permission to process your personal information if it is not covered by a public task or legal duty. This might be when we want to use your information in a way which is unexpected or different to the original purpose where there is no legal basis. If we rely on your consent to process your personal information, you have the right to withdraw that consent at any time. If you wish to withdraw your consent, please contact the service that asked for your consent in the first instance.

When we may use your details to contact you

Ospringe Parish Council may contact you in a variety of circumstances, for instance:

- in response to any correspondence we receive from you or any comment or complaint you make
- in relation to any personalised services you are receiving
- to invite you to participate in surveys about the council services

Retention policy

Retention Period	Our retention policy can be obtained by contacting the clerk.
Where stored:	Electronic, paper
Authority:	Ospringe Parish Council
Information Asset Owner:	Ospringe Parish Council
Location Held:	Electronically or Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.
Or you can contact the Data Controller – Ospringe Parish Council (Clerk)
ospringepc@gmail.com

We keep this Privacy Policy under regular review and we will place any updates on our website: www.hugofox.com/community/ospringe-parish-council-13674/home/
This Policy was last updated in September 2018.