

Council Name: NETHER WALLOP PARISH COUNCIL
Council Address: KINGMAN'S COTTAGE, HEATHMAN STREET,
NETHER WALLOP, SO20 8EW.
Email Address: nwpc.clerk@gmail.com
Telephone numbers: 01264 783593

Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation, bank details) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services or issue refunds. Your personal information will be not shared or provided to any party who is not one of our data processors. (see page 3)

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Nether Wallop Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate processes.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Nether Wallop Parish council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Gail Foster nwpc.clerk@gmail.com

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Gail Foster, nwpc.clerk@gmail.com to request this.

Information Deletion

If you wish Nether Wallop Parish Council to delete the information about you please contact: Gail Foster, nwpc.clerk@gmail.com to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Gail Foster, nwpc.clerk@gmail.com to object.

Rights Related to Automated Decision Making and Profiling

Nether Wallop Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Nether Wallop Parish Council Data Information Officer: Gail Foster, nwpc.clerk@gmail.com and the Information Commissioners Office casework@ico.org.uk
Tel: 0303 123 1113

INFORMATION SECURITY.

The Council is a Data Controller. **Personal Data / Information is accessed by Data Processors.** These may be one or any of the following:

- The Proper Officer (Clerk)
- The Chairman and other Councillors
- Booking managers for facilities
- The Village Green Working Group (Chairman & Vice-Chair.)
- The Resilience Team Volunteers
- Pandemic Street Volunteers

Data may be kept for the following reasons:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Data must be kept on as few electronic devices as possible unless it is to be made public.

The Clerk's laptop can only be unlocked by fingerprint recognition. The devices used by Booking managers are password protected.

DATA THAT MAY BE KEPT, USED OR SHARED.

TASK Or LIST NAME	Name	Invoice amount	Address	Email	Home and/or mobile Phone	Bank Details	Skills and tools	Extra need details		Clerk's eyes only	Shared with Clerk	Made public	Shared with cllrs	Shared with resilience team in an emergency	Shared with booking managers and Clerk	Shared with VGWG	Reason	Lawfulness for processing						
																		A	B	C	D	E	F	
Sales invoices Village Hall	✓	✓	✓	✓	✓						✓				✓	✓	<ul style="list-style-type: none"> Raising invoice. Chasing payment Amendments to arrangements 		✓	✓				
Sales invoices Tennis																	<ul style="list-style-type: none"> Raising invoice. Chasing payment Amendments to arrangements 		✓	✓				
Sales invoices Tents Marquees	✓	✓		✓	✓											✓	<ul style="list-style-type: none"> Raising invoice. Chasing payment Amendments to arrangements 		✓	✓				
Sales invoices Football pitch	✓	✓		✓	✓										✓		<ul style="list-style-type: none"> Raising invoice. Chasing payment Amendments to arrangements 		✓	✓				
Sales invoices Playing fields	✓	✓		✓	✓										✓		<ul style="list-style-type: none"> Raising invoice. Chasing payment Amendments to arrangements 		✓	✓				
Purchase invoices for payment	✓	✓	✓	✓	✓	✓					✓		✓				<ul style="list-style-type: none"> Bank verification. Services arrangements 		✓	✓				
Public display of payments / receipts	✓	✓										✓					<ul style="list-style-type: none"> Transparency Openness Public scrutiny of accounts 				✓		✓	
Resilience Team	✓		✓	✓	✓		✓					✓					<ul style="list-style-type: none"> In case of emergency. Publicise volunteers. 	✓						✓
Street Wardens	✓		✓	✓	✓							✓					<ul style="list-style-type: none"> In case of emergency. Publicise volunteers. 	✓						✓
Extra Help	✓		✓	✓	✓			✓			✓			✓			<ul style="list-style-type: none"> Resilience Team to prioritise response. 	✓						✓