



1. 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 (GDPR).

2. Who are we?

The Chair of Droxford Parish Council (DPC) is the data controller (contact details below). This means The Chair, or its authorised representative, decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

We use your personal data for the following purposes: -

- To enable us to provide a service for the benefit of the residents within Droxford Parish
- To administer databases
- To promote the interests of the village via newsletters and email
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of the allotments, cemetery, lengthsman, estates management, donations, legacies)
- To inform you of news, events, and activities within Droxford Parish
- To share your contact details with Droxford Parish Councillors for the purposes of direct contact if required

Droxford Parish Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by collecting or retaining data only for which there is a clear purpose as outlined above; 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.

4. 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, activities and services

- Where appropriate, for carrying out legal obligations in relation to financial accounting

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with authorised representatives of the Parish Councillors in order to carry out a service/activity for purposes connected with the Parish. We will only share your data with third parties outside of the parish with your consent.

6. Children

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

7. How long do we keep your personal data?

We keep data in accordance with best practice outlined in Governance Toolkit for Town and Parish Councils 2017.

Specifically, we retain electoral roll data while it is still current; financial records and associated paperwork for up to 6 years after the financial year to which they relate; councillors' declarations of office 4 years or until office vacated; parish council minutes retained permanently at Hampshire Records Office; and burial registers are retained permanently in the Parish Office.

8. 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 held by DPC
- The right to request that DPC corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for DPC to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*]
- 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 object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]

- The right to lodge a complaint with the Information Commissioners Office

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

10. Contact Details

To exercise all relevant rights, queries of complaints, in the first instance contact the Parish Clerk/Responsible Finance Officer who can be contacted at clerk.droxfordpc@gmail.com or telephone 07720 092072.

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.

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