

# DATA PRIVACY NOTICE

## Petrockstowe Parish Council

Readopted on 16<sup>th</sup> May 2023

### 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 (the "GDPR").

### 2. Who are we?

Petrockstowe 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?

Petrockstowe 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 email (including via Mail Chimp software) information which we believe may be of interest; ie. Road closures, events
- To manage our employees and volunteers;
- To enable parishioners and members of the public to contact Parish Councillors

### 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 road closures, and local parish updates.
- Processing is necessary for carrying out legal obligations in relation under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with non-political and philosophical aims provided: -
  - there is no disclosure to a third party without consent.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members or volunteers of the Parish Council Team for purposes connected with the parish. We will only share your data with third parties outside of the parish with your consent.

### 6. How long do we keep your personal data?

Specifically, we retain electoral roll data while it is still current; details of Parish Councillors and email addresses for anyone who agrees to be on the parish mailing list.

### 7. 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 Petrockstowe Parish Council holds about you;
- The right to request that Petrockstowe Parish Council 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 Petrockstowe Parish Council 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.

### **8. 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.

### **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Petrockstowe Parish Council Clerk at [petroc.clerk@hotmail.com](mailto:petroc.clerk@hotmail.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.