



Privacy Notice

Farnsfield Parish Council is registered with the Information Commissioner's Office (ICO) as a data controller for the purposes of processing personal data and is committed to complying with the data protection law as defined in the Data Protection Act. The processing of personal data is governed by legislation including the General Data Protection Regulation (GDPR). Our Data Protection Policy is available on our website or from the Clerk.

This privacy notice is available on our website or from the Clerk. It will be reviewed periodically and if it changes, we will let you know.

Your personal data – what is it?

Personal data is information about a living individual from which they can be identified, such as a name, video, email, or address. Identification can be directly using the data itself or by combining it with other information. We are required to issue a privacy notice explaining what personal data we hold, the reason for holding it, where it came from and when it will be deleted.

Reason for holding and processing personal data

We only collect information about you that is necessary, and we only process it for the purpose it was collected. We do not use profiling, automated decisions, or sell your data to third parties. We do not pass your data to third parties except when required to do so to fulfill our legal obligations, for example, HMRC.

We only hold and process personal data where we have a lawful basis as defined by GDPR and detailed below.

- For hirers and suppliers our lawful basis is "contract".
- For employees, councillors, volunteers, both present and former and job applicants our lawful basis is "legal obligation".
- For members of the public who participate in our working or user groups our lawful basis is to carry out our statutory and discretionary powers and so is "public task".
- For other personal data which usually comes as correspondence from residents our lawful basis is "public task" to carry out our statutory and discretionary powers.
- For personal data captured on CCTV, our lawful basis is "legitimate interest".

Your rights and responsibilities

You can contact us about your personal data that we hold if you believe

- that your data is not being processed for the purpose it has been collected
- that the information we have about you is incorrect, you should contact us so that we can update it and keep your data accurate
- that we should no longer hold your personal data, you can request that we delete it. Our **Records Retention Schedule** is available on our website or from the Clerk.

You have the right to request access to the data we have on you using our **Subject Access Request** which is available from the Clerk or from our website.

Contact details for queries or complaints

Farnsfield Parish Clerk at clerk@farnsfield-pc.uk or Village Centre, New Hill, Farnsfield, NG22 8JN, Phone: 074831 60909

The Information Commissioners Office casework@ico.org.uk Phone: 0303 123113