

# **TURWESTON PARISH COUNCIL GENERAL DATA PROTECTION REGULATION**

## **DATA PRIVACY NOTICE**

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"), which comes into force on 25 May 2018.

Turweston Parish Council complies with the 6 principles of the GDPR as follows:

1. Personal data must be processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Personal data must be held only for specific and lawful purposes and not further processed in a manner that is incompatible with those purposes.
3. Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
4. Personal data must be accurate and, where necessary, kept up to date.
5. Personal data, kept in a form which permits identification of data subjects, shall be held for no longer than is necessary for the purposes for which the data are processed.
6. Personal data shall be processed in a manner that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### **1. Who are we?**

Turweston Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **2. How do we process your personal data?**

Turweston 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.

The Clerk to the Parish Council keeps a database containing names, addresses, telephone numbers and email addresses of residents for the purpose of:

- Providing a service for the benefit of Turweston residents.
- Fundraising where necessary and promoting the interests of the Parish Council.
- Informing you of news, events and activities being held in Turweston.

Data protection issues associated with the Electoral Roll are the responsibility of Aylesbury Vale District Council. The Clerk is sent a copy of the electoral roll, with updates throughout the year. The Parish Council does not permit any third party to view this document.

- All paper documents are stored at the Clerk's home.
- All computer records are stored on a password protected laptop, with anti-virus software, at the Clerk's home.
- The Parish Council does not utilise Cloud storage.
- Data is only used for the purpose for which it has been provided.
- The Parish Council does not share or sell data, and never has done.

### **3. What is the legal basis for processing your personal data?**

Processing is necessary for the purpose of keeping you informed, with your consent, about news, events and activities in Turweston.

### **4. Sharing your personal data:**

Your personal data will be treated as strictly confidential and will only be shared with members of the Parish Council, if required. All communications sent to residents by email are sent personally on a blind copy list.

### **5. How long do we keep your personal data?**

Personal data is kept on the parish laptop for the purpose of keeping residents informed, until such time as you ask for it to be removed. The Parish Council retains electoral roll data for the current year only.

### **6. 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 Turweston Parish Council holds about you. Under the GDPR, the response time will be within one month.
- The right to request that Turweston 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 Turweston Parish Council to retain such data.
- The right to withdraw your consent to the processing at any time.
- 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 lodge a complaint with the Information Commissioners Office.

### **7. Services relating to children:**

Turweston Parish Council does not have any services directly relating to children.

### **8. Sensitive Data:**

The Act provides a separate definition for "**sensitive personal data**". This relates to information concerning racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, or details of criminal offences.

Turweston Parish Council does not collect such data.

### **9. Contact Details**

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

More detailed information is available from the Information Commissioners Office - [www.ico.org.uk](http://www.ico.org.uk).

Date adopted: 20 March 2018