



**Adopted By The Parish Council : 18<sup>th</sup> July 2019**

**Review Date : May 2020**

### **GDPR Overall Policy**

**Organisation :** Dalton Parish Council  
Dalton Parish Hall  
Doncaster Road  
Dalton  
Rotherham  
S65 3ET

**Data Controller :** Dalton Parish Council

**Data Protection Officer :** Not required

**The purposes of processing / Description of the categories of individuals and categories of personal data / The categories of recipients of personal data :**

#### **Provision of local services**

Processing necessary to provide local services, in accordance with the statutory powers and duties of Parish and Community councils.

To Include:

- Provision, leasing and management of allotments.
- Monitoring of planning applications and recording objections.
- Acquisition and management of recreation grounds, public parks and gardens, public rights of way, playing fields and other land.
- Provision and management of public buildings, village halls, community centres and other property.
- Provision and maintenance of bus shelters, public conveniences, litter bins.

#### **Subjects**

- Business or other contacts
- Complainants, correspondents and enquirers
- Elected representatives, other holders of public office

- Members of the Parish Council
- Relatives, guardians and associates of the data subject
- Residents of the parish
- Staff including volunteers, agents, temporary and casual workers
- Suppliers
- Education and training details
- Employment details
- Family, lifestyle and social circumstances
- Financial details
- Personal details
- Physical or mental health or condition

## **Recipients**

- Data subjects themselves
- Education, training establishments and examining bodies
- Local government
- Persons making an enquiry or complaint
- Suppliers, providers of goods or services
- The media

## **Campaigns, public relations and fund-raising**

To conduct research into the opinions of residents on current issues. Lobbying local authorities, regional and national government and other organisations or individuals in relation to matters of concern. Distribution of Parish newsletter. Fund-raising for Parish initiatives, charities or other organisations or projects. The promotion of the work of the Parish council.

## **Subjects**

- Business or other contacts
- Complainants, correspondents and enquirers
- Elected representatives, other holders of public office
- Members of the Parish Council
- Relatives, guardians and associates of the data subject
- Residents of the parish
- Staff including volunteers, agents, temporary and casual workers
- Suppliers
- Classes
- Education and training details
- Employment details
- Family, lifestyle and social circumstances
- Financial details
- Personal details
- Physical or mental health or condition
- Recipients
- Data subjects themselves
- Education, training establishments and examining bodies
- Local government
- Persons making an enquiry or complaint
- Suppliers, providers of goods or services
- The media

## **Staff, agent and contractor administration**

The administration of prospective, current and past employees including self-employed, contract personnel, temporary staff or voluntary workers. Planning and management of Parish Council's workload. Details of Councillors and other elected representatives. Details of skills and interests of residents of the Parish.

### **Subjects**

- Advisors, consultants and other professional experts
- Agents and contractors
- Elected representatives, other holders of public office
- Members of the Parish Council
- Relatives, guardians and associates of the data subject
- Residents of the parish
- Staff including volunteers, agents, temporary and casual workers
- Suppliers

### **Classes**

- Education and training details
- Employment details
- Family, lifestyle and social circumstances
- Financial details
- Goods or services provided
- Personal details
- Physical or mental health or condition
- Racial or ethnic origin

### **Recipients**

- Current, past or prospective employers of the data subject
- Customers and clients of the data controller for goods and services
- Data subjects themselves
- Financial organisations and advisers
- Local government
- Relatives, guardians or other persons associated with the data subject
- Suppliers, providers of goods or services

### **Details of transfers to third countries :**

None

### **Retention schedules :**

See Document retention policy

### **Technical and organisational security measures :**

See document data breach incident response policy

### **Related Policies / Documents**

**Data / Information Audit**

**Privacy notices**

- **General Privacy Notice**
- **Employees, Councillors and Volunteers**

**Document retention and disposal policy**

**Data breach incident response policy**

**GDPR consent forms**

- **General**
- **Councillor**
- **Volunteer**

**Subject access policy**