

# **General Data Protection Regulations (GDPR)**

## **DATA PRIVACY NOTICE**

### **Mabe Parish Council**

#### **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"). In most cases the data is postal addresses, email addresses, phone numbers and the occasional photograph.

#### **2. Who are we?**

Mabe Parish Council is the data controller. This means it decides how your personal data is processed and for what purposes.

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

Mabe 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 deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To contact you by post, email, telephone or using social media either responding to requests you have made of us for or for passing on continuing information that you may have requested and that may be of interest to you. These may include information about campaigns, housing developments, grants and ongoing works.
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders
- To seek your views, opinions or comments

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

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation in order to carry out a service to other members or for purposes connected with Mabe Parish Council business (this includes any joint projects undertaken by the Parish Council). We will only share your data with third parties outside of the organisation with your consent.

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

We only hold data as long as we have to so as to undertake our responsibilities, but there are exceptions. Please read our Retention of Documents Policy for a full list of documents retained and for how long.

When we receive correspondence on specific issues we try to limit retention to 6 months, or until the subject has been reasonably dealt with.

## **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 Mabe Parish Council holds about you;
- The right to request that Mabe 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 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 object to the processing of personal data;
- 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 Protection 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 of complaints please in the first instance contact the Parish Clerk on 07964735219 / [mabeparish@gmail.com](mailto:mabeparish@gmail.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.