MONKSILVER PARISH COUNCIL PRIVACY NOTICE

1.0 Your personal data – what is it?

1.1 "Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual.

1.2 The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

2.0 Who are we?

2.1 This Privacy Notice is provided to you by Monksilver Parish Council which is the data controller for your data.

2.2 Other data controllers the council works with are Somerset Council and other Government agencies, voluntary and community groups, suppliers and contractors and agents authorised by them.

2.3 We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

2.4 A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

2.5 The council will process some or all of the following personal data where necessary to perform its tasks: Names, titles, and aliases, photographs; Contact details such as telephone numbers, addresses, and email addresses;

2.6 Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

3. How we use sensitive personal data

3.1 We may process sensitive personal data in order to comply with legal requirements and obligations to third parties.

3.2 These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

3.3 We may process special categories of personal data in the following circumstances: - In limited circumstances, with your explicit written consent. - Where we need to carry out our legal obligations. - Where it is needed in the public interest.

3.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

4. Do we need your consent to process your sensitive personal data?

4.1 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it. The council will comply with data protection law. This says that to send you communications which you have requested and that may be of interest to you. These may include information about the operation of the Council, road closures, emergency notifications, consultations, and other projects or initiatives;

4.2 To process relevant financial transactions including grants and payments for goods and services supplied to the council.

4.3 To allow the statistical analysis of data so we can plan the provision of services.

5. What is the legal basis for processing your personal data?

5.1 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.

5.2 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. Sometimes the use of your personal data requires your consent. We will first obtain your consent for that use.

5.3 Sharing your personal data. This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which

they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we use a contractor to upload and publish Council minutes on our website;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

6. How long do we keep your personal data?

6.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims).

6.2 We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

7. Your rights and your personal data

7.1 You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security.

7.2 In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access personal data we hold on you
- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- The right to correct and update the personal data we hold on you
- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

8. **The right to have your personal data erased**

8.1 If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

8.2 When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

9. The right to object to processing of your personal data or to restrict it to certain purposes only.

9.1 You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

10.The right to data portability.

10.1 You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

11. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

11.1 You can withdraw your consent easily by email or by post (see Contact Details below).

12. The right to lodge a complaint with the Information Commissioner's Office.

12.1 You can contact the Information Commissioners Office 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.

13. International data transfers

13.1 Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

13.2 If you are in the European Economic Area (EEA), information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the EEA.

13.3 In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world.

13.4 You expressly agree to such transfers of personal information.

14. Further processing

14.1 If we wish to use your personal data for a new purpose, not covered by this 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.

15. Website Privacy

15.1 We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

16. What information do we collect on our website?

16.1 We may collect, store and use the following kinds of personal data:

1. information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views)
2. any other information that you choose to send to us

17. Cookies

17.1 A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the webserver to identify and track the web browser. Cookies can identify users, remember preferences, and help users complete tasks without having to re-enter information when visiting multiple pages or returning to your site.

17.2 As advised on the Pop Up at the foot of the page - by using our website you are consenting to the use of cookies.

17.3 We may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

17.4 Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

17.5 Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector.) This will, however, have a negative impact upon the usability of many websites.

18. Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third-party websites.

19. Using your personal data

19.1 Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

19.2 Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

19.3 We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

20. Security of your personal data

20.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

20.2 Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

21. Policy amendments

21.1 We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

22. Your rights

22.1 You may instruct us to provide you with any personal information we hold about you.

23. Updating information

23.1 Please let us know if the personal information which we hold about you needs to be corrected or updated.

This Notice was last updated in October 2025.

Contact Details Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller: Monksilver Parish Council Clerk, email: clerk@monksilver.org or by post to:

Adamah Cottage
8 Sunnybank
Monksilver
TA4 4HZ