

CUDDESDON AND DENTON PARISH COUNCIL **GDPR PRIVACY NOTICE**

June 2019

1 PERSONAL DATA

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 which may be in the Parish Council's possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2 DATA COLLECTED

Cuddesdon and Denton Parish Council only collects basic data which does not include any special types of information. The data collected can, however, include name, address, email address and telephone number.

3 PARISH COUNCIL WEBSITE

No personal data is collected from the Parish Council's website. The website does not have cookies.

4 WHY DATA IS COLLECTED

The Parish Council needs to know basic data in order to provide a service. The Parish Council does not collect any personal data which it does not need in order to provide and oversee this service.

5 WHAT MAY BE DONE WITH THE DATA

All the personal data is processed by the Parish Council's officers for the purpose of Parish Council business. This information is located on servers within the European Union. No third parties have access to personal data unless the law allows them to do so.

The 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.

6 USES OF PERSONAL DATA

Personal data is retained for the following purposes:

- To communicate with members of the community on Parish Council business
- To manage the Parish Council's employees
- To carry out consultations within the community

7 SHARING PERSONAL DATA

Personal data is treated as strictly confidential. It is only shared with third parties outside the Parish Council with the owner's consent.

8 HOW LONG DATA IS KEPT FOR

Personal data is, in general, only retained while it is relevant and for no longer than one year after it ceases to be relevant.

UK tax law requires that employee basic personal data (name, address, contact details) is kept for a minimum of seven years after which time it will be destroyed.

Electoral roll data is retained while it is current.

9 RIGHTS REGARDING PERSONAL DATA

Unless subject to an exemption under the GDPR, anyone has the following rights with respect to their personal data:

- The right to request a copy of their personal data which is held by the Parish Council.
- The right to request that the Parish Council corrects any personal data if it is found to be inaccurate or out of date.
- The right to request that personal data is erased where it is no longer necessary for the Parish Council to retain such data.
- The right to withdraw consent to the processing of data at any time.
- The right, where there is a dispute in relation to the accuracy or processing of the personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, for example for the purpose of obtaining statistical information.
- The right to lodge a complaint with the Information Commissioner's Office.

10 CONTACT DETAILS

In the event of a query or complaint concerning the handling of personal data, the Parish Council can be contacted at cuddesdon.dentonpc@gmail.com.

If the Parish Council's response is not regarded as satisfactory or it is believed that the data is being processed improperly then a complaint can be made to the Information Commissioner's Office at <https://ico.org.uk/>

11 FURTHER PROCESSING

If the Parish Council wishes to use personal data for a new purpose, not covered by this Data Protection Notice, then it will provide a new notice explaining this new use prior to commencing the processing. The notice will set out the relevant purposes and processing conditions. Where and whenever necessary, prior consent to the new processing will be sought.