

GREAT HOUGHTON PARISH COUNCIL

Privacy Notice

The General Data Protection Regulation requires the Parish Council to produce the following information with regard to your rights and the systems / procedures and processes in place to protect your **“Personal Data”** This 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 etc).and is provided by you or a third party with your permission.

The Personal data details we may require and process are

- Name
- Address
- Telephone Number
- E-mail address
- NHS number
- Date of Birth
- Bank Details.
- Any other information that may be used to identify you i.e. **Sensitive Personal data** that relates to genetic / biometric data that uniquely identifies individuals, plus details of Racial or ethnic origin, Religious beliefs, Political opinions and Physical or Mental disabilities.

We use your personal data for some or all of 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 confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- 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 carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;

Do we need your consent to process your personal data?

The Council is required by law to seek, record and manage consent to process personal and / or sensitive information where there is not another legal basis to do so. In this instance the lawful basis for processing your details are Articles 6 & 9 of the GDPR and specifically the following three points.

- **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose (payment of wages and allotment contracts)
- **Contract:** the processing is necessary for a contract you have with the individual, or because they asked you to take specific steps before entering into a contract.

- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations)

However, 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, so that you can carefully consider whether you wish to consent.

Keeping your personal information

Your personal information is stored securely on a laptop, password protected and only accessible by one person the

You may choose not to provide us with personal information, which may result in some of our services not being available

When your personal information is no longer required we dispose of it securely, and immediately. Please be aware that whilst we do everything we can to protect your privacy, we cannot guarantee the security of any information whilst it is being sent between us and any parties involved in the line of delivery/communication for example, in the post or to your personal email address.

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. For example, to support HMRC audits or provide tax information. 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). In general, we will endeavour to keep data only for as long as we need it.

Your rights

You:

- can ask for a copy of the information we hold about you and ask us to correct any mistakes
- can find out about any agreement we have with other organisations for sharing information
- can request us to stop using your personal information if it causes damage or distress
- can learn about the circumstances when we can pass on your personal information without telling you, for example to prevent and detect crime or to produce anonymized statistics
- can see our instructions to our employees and contractors on how to collect, use and delete your personal information
- can check our procedures for ensuring that the information we hold is accurate and up to date.
- have the right to erasure
- have the right to object; and the right to object to automated decision making including profiling.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

The Complaints Procedure.

Should there be cause for complaint with regard to any breach of the General Data Protection Regulations then it must be put in writing, to

The Data Protection Officer at Barnsley MBC who can be contacted on DPO@barnsley.gov.uk or **Barnsley 01226 770770**

In the event of an unsatisfactory response (or for further information) then The Information and Commissioner's Office should be contacted in writing at; - **Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF** or by **Telephone 08456 306060 or 01625 525745 or by e-mail ico.org.uk**

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:

Mr. Martin Fensome (Parish Clerk) 12 Spring Lane Carlton Barnsley S71 3EX, Tel 01226 709079, e-mail address mfensome@hotmail.com.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <http://www.greathoughtonparishcouncil.co.uk>

This notice was last updated in June 2018.

The Parish Council will endeavor to protect your privacy at all times