

WEST HALTON & COLEBY PARISH COUNCIL

DATA PRIVACY NOTICE

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be from 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 Regulations (The "GDPR")

Who are we?

West Halton and Coleby Parish council (WH+CPC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

WH+CPC 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 manage our employees
- To maintain our own accounts and records
- To inform you of new events and activities running in our area.

What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events and activities.

There is no disclosure to a third part without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other member of the Parish Council or the PC to carry out its functions

How long do we keep your personal data ?

We keep data in accordance with the guidance set out in the GDPR. Specifically, we retain electoral roll data while it is still current and burial records permanently.

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 the PC holds about you
- The right to request that the PC corrects and personal data if it is found to be inaccurate or out of date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.
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provides the data subject with this/her personal data and where possible to transmit that data directly to another data controller (known as the right to data portability (where applicable). This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- 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 proceedings.
- The right to object to the processing of personal data (where applicable). This only applies where processing based on legitimate interest (or the performance of a task in the public interest/exercise of official authority.
- The right to lodge a complaint with the Information Commissioners Office

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.

Contact details.

To exercise all relevant rights queries or complaints please in the first instance contact the Parish Clerk on clerk@westhaltonandcolebyparishcouncil.gov.uk or via the West Halton and Coleby Web site <https://westhaltonandcolebyparishcouncil.org.uk>

You can contact the Information Commissioners Office on 0303 123 1113 or via the web page <https://ico.org.uk>