



PRIVACY NOTICE

www.greathorkesley-pc.gov.uk

This Notice will be reviewed annually by Full Council.

Adopted: Full Council Meeting 6th February 2024 Minute Ref: 23/131 (c)

Reviewed:

PURPOSE

This Privacy Notice sets out the ways in which your personal data may be used by Great Horkesley Parish Council.

The processing of personal data is governed by legislation including the UK General Data Protection Regulation, the Data Protection Act and rights such as the Human Rights Act.

DEFINITIONS

"Personal data" is any information that relates to a living person who can be identified from that data (a "data subject") on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing, or destroying it.

"Data controller" is a person, business, authority, or other body that determines the purposes and means of processing personal data.

"The council" is Great Horkesley Parish Council.

WHEN YOU CONTACT US

The information you provide (including personal information such as your name, address, email address, phone number and organisation) to Great Horkesley Parish Council, will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your information may sometimes be passed to us by other authorities, companies or individuals.

TYPES OF PERSONAL DATA

Types of data collected, held, and/or processed by the council includes, but is not limited to:

- Names, titles, aliases and photographs.
- Contact details such as telephone numbers, addresses and email addresses.
- Gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependants (only where relevant to the services provided by the council or where you provide these details to us).
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers.
- Sensitive personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries or political beliefs (only where relevant to the services provided by the council or where you provide these details to us).

HOW WE USE YOUR PERSONAL DATA

We use your personal data for purposes including, but not limited to:

- Contacting you by post, email, telephone or using social media.
- Sending you communications or informing you of relevant services that you have requested or that may be of interest.
- Delivering public services and managing services provided to the council.
- Maintaining our own records and accounts.
- Managing Village Hall bookings.
- Seeking your views, opinions, or comments.
- Maintaining relationships with clubs, societies and businesses within the village.
- Notifying you of changes to our facilities, services and events or staff, councillors, and other role holders.
- Confirming your identity in order to provide certain services.
- Preventing and detecting fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- Processing relevant financial transactions including grants and payments for goods and services supplied to the council, or payments relating to Village Hall hires.
- Enabling us to meet all legal and statutory obligations and powers including any delegated functions.
- Carrying out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice.
- Processing legal claims or adhering to legal obligations.
- Allowing the statistical analysis of data so we can plan the provision of services.
- Using CCTV systems for the prevention and prosecution of crime.

PROCESSING YOUR PERSONAL DATA

The council can process personal data for one or more of the following reasons:

- The data subject has given consent.
- It is necessary for the performance of a contract or services.
- It is necessary to comply with any legal obligation.
- It is necessary for the council's vital or legitimate interests.
- It is necessary for the performance of a task carried out in the public interest.
- It is necessary to protect vital or legitimate interests.

The council will comply with data protection law. Personal data we hold about you must be:

- Used lawfully, fairly and transparently.
- Collected only for specified, explicit and legitimate purposes.
- Limited to what is necessary.
- Accurate and up to date.
- Kept for no longer than is necessary and destroyed securely.
- Kept secure and protected.

STORING & DELETING YOUR PERSONAL DATA

The council makes sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies, such as the Data Protection Policy.

The council will only keep your data for the purpose it was collected for and only for as long as is necessary, after which time it will be deleted in accordance with the council's Data Retention Policy. You may request the deletion of your data held by the council at any time.

SHARING YOUR PERSONAL DATA

Occasionally the council may need to share your data with other parties such as community groups, contractors, local authorities or City or Borough councillors, so that they can carry out their responsibility or services to the council. You will always be notified if your data is shared and the reason why and can withdraw consent to the sharing of your data at any time. Where these parties are processing your data for their own independent purposes, then they are independently responsible to you and if you have any questions, wish to exercise any of your rights or wish to raise a complaint, you should do so directly to the relevant data controller.

SUBJECT ACCESS REQUESTS

You have the right to be informed about personal data the council holds about you at any time. If you make a subject access request, the council will tell you:

- Whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it was not collected from you.
- To whom your data is or may be disclosed to and the safeguards that apply to such transfers.
- For how long your personal data is stored (or how that period is decided).
- Your rights to rectification or erasure of data, or to restrict or object to processing.
- Your right to complain to the Information Commissioner if you think the council has failed to comply with data protection rights.
- Whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council can also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if a request was made electronically, unless agreed otherwise. If additional copies are required, the council may charge a fee, which will be based on the administrative cost to the council of providing the copies.

To make a subject access request, you should send the request directly to the Clerk of the council. Your request must include your name and contact details, what personal data you are requesting and if there is a date range of the personal data that you are asking for.

In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if they need to verify their identity and the documents required.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If a request is submitted that is unfounded or excessive, you will be notified that this is the case and whether or not the council will respond to it.

YOUR RIGHTS

You have other rights in relation to your personal data. You can request the council:

- Rectifies personal data that may be inaccurate.
- Stops processing or erases data that is no longer necessary for the purposes of processing, or if you wish to withdraw your consent.
- Stops or restricts processing or erases data if your interests override the council's legitimate grounds for processing data (where the council relies on legitimate interests as a reason for processing data).
- Stops processing or erases data if processing is unlawful.
- Stops processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- Transfers your data to you or to another organisation.

To ask the council to take any of these steps, or to withdraw consent or object to the processing of your personal information, you should send the request directly to the Clerk of the council.

CHILDREN

The council will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

AUTOMATED DECISION MAKING AND PROFILING

Great Horkesley Parish Council does not use any form of automated decision making or the profiling of individual personal data.

COMPLAINTS

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to us directly.

Great Horkesley Parish Council (Data Protection Officer – Parish Clerk)
www.greathorkesley-pc.gov.uk
parish-clerk@greathorkesley-pc.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office
www.ico.org.uk

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Water Lane
Wilmslow
SK9 5AF

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