

GOODWORTH CLATFORD PARISH COUNCIL

DATA PRIVACY POLICY

1. Your personal data – what is it?

“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 by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the UK General Data Protection Regulation tailored by the Data Protection Act 1998 (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act 1998.

2. Council information

This privacy policy is provided to you by Goodworth Clatford Parish Council (“the Council”).

3. Who are the data controllers?

The controller of your data is the Council.

4. What data is collected?

- Names and titles;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the Council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants; and
- Where you pay for activities, financial identifiers such as bank account numbers, payment card numbers and payment/transaction identifiers.

5. The Council will comply with applicable data protection law. This means 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 must not be 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; and
- Kept and destroyed securely including by ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

6. 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 help us to build up a picture of how we are performing;
- 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 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, staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you which may include information about campaigns, appeals, other new projects or initiatives; and

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

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

The Council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with legal obligations which include the discharge of the Council's statutory functions and powers. Sometime 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 Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

8. Sharing your personal data

The Council will implement appropriate security measures to protect your personal data. This section of the privacy policy provides information about the third parties with whom the council will share your personal data. These third parties also 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 our agents, suppliers and contractors (but only where necessary). For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.

9. How long do we keep your personal data?

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes of satisfying any legal, regulatory, tax accounting or reporting requirement.

To determine the appropriate retention period for personal data we consider the amount, nature and sensitivity of the personal data, the potential risk of

harm from unauthorised use or disclosure of your personal data and whether we can achieve those purposes through other means and the applicable legal, regulatory, tax, accounting or other requirements.

10. Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to access personal data we hold on you;
- The right to correct and update the personal data we hold on you;
- The right to have your personal data erased;
- The right to object to processing of your personal data or to restrict it to certain purposes only;
- The right to data portability;
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained; and
- The right to lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

You can contact the Information Commissioners Office on 0303 123 1113 or 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.

11. Further processing

If we wish to use your personal data for a new purpose, not covered by this privacy policy, then we will provide you with a privacy 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.

12. Changes to this policy

We keep this privacy policy under regular review and we will place any updates on this web page.

13. Contact Details

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

The Data Controller
Goodworth Clatford Parish Council
3 Mead Close
Andover
Hampshire
SP10 2JT

Email: goodworthclatfordparishclerk@gmail.com

Web: <https://www.goodworthclatford.com>