

**Pennington Parish Council**

**Privacy Statement**

Revised and re-adopted at the full council meeting on \_ \_/\_ \_/\_ \_ New revision date \_ \_/\_ \_/\_ \_

1. **Introduction**

The council is a public authority and has certain powers and duties regarding personal data. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council’s statutory functions. Sometimes when exercising these obligations 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.

“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 including the General Data Protection Regulation (the “GDPR) and the Human Rights Act.

1. **How We Gather/ Store Your Data**

The way in which your data is gathered and stored must be:

* Lawfully, fair and done son in a transparent way.
* Collected only for valid purposes that have been clearly explained and not used in any way that is incompatible with those purposes.
* Relevant to the purposes identified and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes identified.
* Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.
1. **What We Use Your Data For**
* To understand your needs in order to deliver services;
* To confirm identity of those requiring services;
* To make contact by post, email, telephone or using social media;
* 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 public views, opinions or comments;
* To notify of changes to our facilities, services, events and staff, councillors and role holders;
* To send communications which have been requested or that may be of interest. These may include information about campaigns, appeals, other new projects or initiatives;
* To process relevant financial transactions including grants and payments for goods and services supplied to the council
* To allow the statistical analysis of data so we can plan the provision of services.
* 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 (for example - the use of facilities, or the acceptance of a tenancy agreement).

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

1. **Sharing Your Personal Data**

The Council will implement appropriate security measures to protect your personal data but there may be occasions where third parties require access to your information. These third parties have an obligation to put appropriate security measures in place and have a direct responsibility for the manner in which they process and protect your personal data. The Council will not disclose or share personal data to third parties for marketing, market research or commercial purposes but where necessary may be required to share your information with:

* Agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
* Other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.
1. **How Long Do We Keep Your Personal Data?**

We will keep some records permanently if we are legally required to do so and other records for an extended period of time. 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, and will retain personal data for this purpose as long as it is believed necessary. In some cases the law imposes a time limit for such claims. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete or destroy it when it is no longer needed.

1. **Your Rights And Your Personal Data**

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

Prior to exercising any of your rights listed below, the Council may request proof of identity in order to process requests.

* + 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
	+ The right to lodge a complaint with the Information Commissioner’s Office.

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.

1. **Further Processing**

If the council wishes to use personal data for a new purpose, not covered by this policy, then information prior to processing will be provided, explaining the new use and the relevant purposes and processing conditions. The Council will endeavour to seek prior consent to the new processing wherever possible.

1. **Internet Disclaimer**

Transmitting information over the internet via email or social media messaging (as examples) is not completely secure and Pennington Parish Council cannot guarantee the security of personal information sent to us, or by us over the internet.

Any correspondence between the Parish Council and yourself is entirely at your own risk, although there are security features and procedures in place once the information has arrived on the Council’s computer system.