

SELLING PARISH COUNCIL PRIVACY NOTICE

This statement relates to the Privacy Policy adopted by Selling Parish Council. In the course of its normal business Selling Parish Council collects and uses certain types of information about residents of the parish and others in order to carry out its functions. This information includes current, past and prospective employees, suppliers, clients, customers, service users and others. Parish Councils are also required by law to collect and use certain types of information to fulfil their statutory duties and also to comply with the requirements of the Government. Regardless of how the data is collected, this personal information must be dealt with according to the safeguards in the Data Protection Act 1998 (DPA1998) whether on paper, or other media.

Selling Parish Council regards the lawful handling of personal information as critical to its successful operation. It is also vital in maintaining confidence between those with whom it deals and the Council. To this end the Council adheres to the Principles of data protection as stated in the DPA1998.

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, photograph, video, email address, or postal address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **Selling Parish Council** which is the data controller for your data. The council works together with other data controllers, such as:

- local authorities
- public authorities,
- central government
- agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- Payroll services providers

We may need to share the personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

Selling Parish Council will comply with the data protection law. The Principles of Data Protection are as follows:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under the Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

In practice this means that **Selling Parish Council** will ensure that all data will be used lawfully, fairly and in a transparent way. It will be collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes. It will be relevant to the purposes we have told you about and limited only to those purposes. We will take all reasonable precautions to ensure that data is accurate and 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.

Responsibilities and Roles:

The Clerk has specific responsibility for data protection within the organisation. Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice:

- Documents and any storage media containing paper or electronic material detailing personal information will be held, transported and disposed of with due regard to sensitivity.

- Confidential paper output no longer required will be shredded before it is included in the recycling process.
- In legal terms, the overall responsibility for the notification of the Council as a data controller and for ensuring compliance rests with The Clerk.
- The Clerk and all Councillors are required to be aware of the provisions of the Data Protection Act 1998, such as keeping records up to date and accurate, and its impact on the work they undertake on behalf of the Council.
- Any breach of the Data Protection Policy, whether deliberate or through negligence, may lead to disciplinary action being taken or even a criminal prosecution.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party

The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within 1 month. There are no fees or charges for the first request but additional requests for the same personal data may be subject to an administrative fee.

When exercising these rights, 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.

The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to processing of your personal data or to restrict it to certain purposes

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent by email to clerk@sellingparishcouncil.gov.uk, or by post to The Clerk, 19 New Creek Road, Faversham ME13 7BU

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 by post to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Reviewed and adopted by Selling Parish Council on 21st October, 2021 Minute Reference: 10.21.14