

Little Bardfield Parish Council

General Privacy Notice

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 addresses or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation which applies in the UK including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act. The data we hold is that detailed in the Electoral Register which is held pursuant to statute by Uttlesford District Council. We also hold The Emergency Response Plan for the Parish

Who are we?

This privacy notice is provided to you by the Little Bardfield Parish Council which is the data controller for your data.

The Council will process some or all of the following personal data where necessary to perform it's tasks:

Names, titles, aliases and photographs; and

Contact details such as telephone numbers, addresses and email addresses.

The Council will comply with data protection law. This says 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 not 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 ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

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 or telephone;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the Council;
- To seek your views, opinions or comments;
- To notify you of changes of Councillors and other role holders; and
- To send you communications which you have requested and that may be of interest of you. These may include information about campaigns, appeals, other new projects or initiatives.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process the personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

Sharing your personal data

This section provides information about the third parties with whom the Council may share your personal data. These third parties 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 some or all of the following (but only when necessary):

- Our 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; and
- On occasion, other local authorities or not for profit bodies with whom we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. In general, we will endeavour to keep data only for as long as we need it. This means we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights in respect to your personal data. When exercising any of the rights listed below, 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 those rights.

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 do so, who had access to the personal data and where we obtained that data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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 it you can request that we erase the personal data that 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 to comply with a legal obligation).

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

You have the right to request that we stop processing your personal data or ask us to restrict processing it. 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 personal 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 at any time for any processing of data to which consent was previously obtained

You can withdraw your consent by email or by post (see Contact Details below).

The right to lodge a complaint with the Information Commissioner's Office (ICO)

You can contact the ICO on **0303 123 1113** or via email on <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose not covered by this Privacy 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.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Little Bardfield Parish Council website.

Contact details

Please contact us if you have any questions about this Privacy Notice by email @ littlebardfieldparishclerk@gmail.com or by post @ **25 Chapel Street, Steeple Bumpstead CB9 7DQ.**

Delia Scott

Clerk to the Little Bardfield Parish Council