

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 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 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.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our web page.

Who are we?

This Privacy Notice is provided to you by Suckley Parish Council which is the data controller for your data you provide to the council.

Council information

This privacy policy is provided to you by Suckley Parish Council, which is the data controller. The Council’s address is: **9, LAMBOURNE AVENUE, MALVERN, WORCS WR14 1NL**

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: Mrs Diana Taylor – Clerk to Suckley Parish Council

E-mail: dtaylor@suckleyclerk@gmail.com

Our Data Protection Officer is Councillor D.Findlater and any concerns over the handling of personal data should be raised with him through the data controller in the first instance. However, all staff and councillors seek are aware of the requirements of Suckley parish council privacy policy and any associated policies or procedures.

All staff and councillors ensure that:-

- Personal information is treated in a confidential manner in accordance with the policy and any associated policies.
- The rights of data subjects are respected at all times.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out council work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

Data Collection and Records Management

Good records management plays a pivotal role in ensuring that the parish council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act.

Personal data typically processed by the council where necessary, to perform its tasks

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a 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, family composition, and dependants;
- Where activities are paid for such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

Personal data may be used for some or all of the following purposes:

- To deliver public services, including gaining an understanding of community needs or to provide services that are requested. To understand what we can do for the community and to inform them of other relevant services;
- To confirm identity to provide some services;
- To contact 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 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 and that may be of interest to residents. 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.

What is the legal basis for our processing 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 personal data of residents or people using the council's services. We will always take into account your interests and rights.

We may 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. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Consent

The parish council takes all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the parish council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the parish council handling their data where the legal basis for processing is consent.

Should the parish council wish to use your personal data for any purpose other than that specified when it was originally obtained, your data explicit consent will be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the parish council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, your explicit consent will be obtained prior to sharing that data, failure to do so would result in a breach of confidentiality.

How long do we keep personal data?

All records are retained and disposed of in accordance with the Parish Council retention schedule (see separate document). 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. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We 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. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed

Accuracy and Data Quality

The parish council ensures that all reasonable steps are taken to confirm the validity of personal information directly with the data subject. Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified through the data processor.

Rights of Data Subjects

Individuals wishing to request their information as a subject access request can contact the parish council, who will arrange for the information to be processed in accordance with the Data Protection Act. Individuals should also make requests in writing to the parish council if they wish to exercise their other rights under the legislation.

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 these rights.

1) 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 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.

- 2) ***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.
- 3) ***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).
- 4) ***The right to object to processing of 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. 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.
- 5) ***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.
- 6) ***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 easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***

Complaints

Any expression of dissatisfaction from an applicant with reference to the parish council's handling of personal information will be treated as a complaint, and handled under the parish council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint. Should the complainant remain dissatisfied with the outcome of their complaint to the council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

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.

Appendix : 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 where necessary):

Data controllers used by Suckley Parish Council

- Worcestershire County Council/Herefordshire Council/MHDC & other Local Authorities/Statutory bodies as required.
- Neighbouring Parish Councils & Other Parish Councils as required
- Worcs CALC/HALC/SLCC/NALC and other Advisory Bodies as required
- Community Groups – Suckley PCC and other Groups as required
- Charities/Trusts – Suckley Village Hall/Malvern Hills Trust and other Trusts & Charities as required
- Other not for profit entities
- Worcs Co Council Contractors/Contractors appointed by the Parish Council and others as required
- Credit Reference Agencies as and when required