

# LOUND PARISH COUNCIL

## Privacy Notice

Lound Parish Council (The Parish Council) is committed to protecting your privacy and processes only the minimum Personal Data necessary to carry out its functions.

### **Your Personal Data – what is it?**

Personal data ('PD') means any data relating to a living individual who can be identified from that data, either by itself, or in conjunction with any other information which is in, or is likely to come into, the possession of the data controller. The use of PD is governed by the General Data Protection Regulations ('GDPR')

### **Who are we?**

The Parish Council, Lound is the data controller. This means it decides how your Personal Data is used, and for what purposes.

### **How do we use your Personal Data?**

We comply with the obligations imposed under the GDPR by keeping Personal Data up to date; by storing and destroying it securely; by not collecting or retaining unnecessary amounts of data; by protecting Personal Data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect it.

### **We may use your Personal Data for 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 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 your views, opinions or comments;

To notify you of changes to our facilities, services, events and staff, councillors and other role holders;

To send you communications which you have requested and that may be of interest to you. 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. Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for using 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 personal data of residents or people using the council's services. We will always take your interests and rights into account. This Privacy Notice sets out your rights and the council's obligations to you. 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, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent and of course we will always request this when necessary.

### **Sharing your Personal Data**

Your Personal Data will be treated as strictly confidential and will only be shared with other members of the Council in order to carry out a service to or for them or for purposes connected with the Council. We will only share your Personal Data with third parties outside of the Parish Council with your consent.

### **How long do we keep your Personal Data?**

We will only keep your data for the purpose it was collected and only for as long as is necessary after which time it will be deleted. (You may request the deletion of your data held by us at any time).

### **Your rights and your PD**

Unless subject to an exemption under the GDPR you have the following rights with respect to your Personal Data: -

- You may request a copy of the Personal Data which we hold about you
- You may request that we correct any of your Personal Data if it is found to be inaccurate or out of date
- You may request that your Personal Data is erased where it is no longer necessary for us to retain it
- You may withdraw your consent to our use of your Personal Data at any time
- You may request that we provide you with your Personal Data, and where possible, with your consent, send it to another data controller by automated means.
- You may request a restriction on the further use of your Personal Data where there is any dispute as to its accuracy or use
- You may object to the use of your Personal Data where its use is based on legitimate interests, the performance of a task in the public interest/exercise of official authority, direct marketing and use for the purposes of scientific/historical research and statistics.

- You may lodge a complaint with the Information Commissioner's Office.

### **Further Use**

If we wish to use your Personal Data for a new purpose, not covered by this Data Protection Notice, before we do so we will provide you with a new notice explaining the proposed new use, and setting out the relevant purposes and conditions of the new use. Where and whenever necessary, we will seek your prior consent before any new use of your PD.

### **Contact details**

To exercise all relevant rights, or with regard to any queries or complaints, in the first instance please contact the Parish Clerk :

Jill Brown,

clerk@loundparishcouncil.gov.uk

***Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF :- Tel. 0303 123 1113: email<https://ico.org.uk/global/contact-us/email/>***