

DATA PRIVACY NOTICE

Kingston Bagpuize with Southmoor Parish Council

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Kingston Bagpuize with Southmoor Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

We regard your privacy as very important and comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). We process and hold information in order to provide public services. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email or by the Parish Clerk or one of the Councillors.

Kingston Bagpuize with Southmoor Parish Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive 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 personal data.

We collect and use your personal data for the following purposes:

- To deliver public services
- contact you by post, email or telephone
- understand your needs to provide the services that you request
- understand what we can do for you and inform you of other relevant services and events
- obtain your opinion about our services
- To manage our Parish Clerk
- To maintain our own accounts and records
- To inform you of news, events, activities and services

4. What is the legal basis for processing your personal data?

We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation, or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

5. How we use your personal data

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary. Anyone with access to your personal data and who is associated with the handling of that data is obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

The Parish Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request. Our contact details are below.

We regularly review the personal data retained by the Parish Council and delete when no longer required or relevant, subject to policy. We retain data in parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Kingston Bagpuize with Southmoor Parish Council holds about you;
- The right to request that Kingston Bagpuize with Southmoor Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Kingston Bagpuize with Southmoor Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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 to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Clerk, Kingston Bagpuize with Southmoor Parish Council via email kingstonbagpuizesouthmoorpc@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>

This privacy policy is reviewed regularly and last updated on 25 May 2018.