

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

GENERAL PRIVACY NOTICE

This Privacy Notice is provided to you by Acton Burnell Frodesley Pitchford Ruckley & Langley Parish Council, the Data Controller for your data. It provides a description of the personal data that is processed by the Council and the purpose for which it is used. It provides an explanation of your rights in respect of the personal data that the Council holds about you.

Personal Data

“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 address).

Identification can be by using the data itself or by combining it with other information which helps to identify an individual.

For example: A staff data record identified only by a personnel ID number rather than a name, is still treated as personal data where a separate list or database exists and is used to match the ID number to the relevant person name.

The processing of personal data in the United Kingdom is governed by legislation including the General Data Protection Regulations (the “GDPR”) and other legislation relating to personal data and personal rights such as the Human Rights Act.

Data Protection Law

The Council will comply with the laws that protect your personal data. 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.
- Kept and destroyed securely. This includes ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

Personal Data used by the Council

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

- Names (including aliases) and titles;
- Photographs;
- Contact details such as telephone numbers, addresses, and email addresses;

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

- Information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

Sensitive Personal Data that may be used by the Council

The Council may process some or all of the following sensitive personal data where necessary to perform its tasks:

- Racial or ethnic origin
- Mental and physical health, details of injuries, medication/treatment received
- Criminal convictions

This type of sensitive data is described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council may process these special categories of data for the following reasons as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- information about criminal convictions to assess your suitability for a specific job role or service contract
- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;

The Council may process these special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.
- Where it is needed in relation to legal claims
- Where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent
- Where you have already made the information public.

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

The lawful 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.

Data Processing Purposes

The Council will 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;
- For the performance of a contract with you, or to take steps to enter into a contract.
- To contact you (by post, email, telephone or using social media) 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 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 administrate Parish Council elections;
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council

Sharing your personal data

The Council may need to share your personal data with other bodies and service providers. 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):

- The data controllers listed below

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

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

Other 'Data Controllers'

The Parish Council works with these bodies who are also Data Controllers:

- Shropshire Council
- HMRC
- DM Payroll Services
- Zurich Municipal
- HSBC

We may need to share your personal data with them so that they can carry out their responsibilities to the Council. If we and another data controller listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which means we shall be collectively responsible to you for your data. Where any of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

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. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may 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.

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Your rights and your personal data

If and when you exercise any of the rights listed below, we may need to verify your identity in order to process your request. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

You have the following rights with respect to your personal data:

1 *The right to access personal data we hold on you*

At any point you can contact us to request a copy of the personal data we hold on you, the reason we have that personal data, who has access to that personal data and where we obtained that 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: where it is needed 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*

At any point you can contact us to request that we stop processing your personal data or that we restrict processing.

When we receive your 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 can contact us 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.

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

6 *The right to withdraw your consent*

At any time you can contact us to withdraw your consent for any processing of data to which consent was obtained.

You can withdraw your consent easily by telephone, email, or by post. Our contact details are on page 7 of this notice.

7 *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 at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for an additional purpose, not covered by this Privacy Notice, then we will provide you with a new notice that will explain the additional use and set out the relevant purposes and processing conditions. The notice will be provided to you before the new processing commences. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the this web page at www.actonburnellparishcouncil.org.uk

This Notice was last updated in Setember 2018.

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise your relevant rights. You may direct any queries or complaints to:

The Data Controller,
Acton Burnell Frodesley Pitchford Ruckley & Langley Parish Council
The Granary, Lower Farm Court
Pitchford
Shrewsbury SY5 7DW

Email: clerk@actonburnellparishcouncil.org.uk

Telephone: 07768 437032