

# Billingsford Parish Council

## Data Protection Privacy Notice

### 1. Background

This privacy notice lets you know what happens to any personal data that you give to the Parish Council or any that the Parish Council may collect from or about you. It applies to all services and activities where the Parish Council collects your personal data. This Privacy Notice applies to personal information processed by or on behalf of the Parish Council, as defined by the General Data Protection Regulation (GDPR) 2018.

### Changes to this Privacy Notice

The Parish Council may change this Privacy Notice from time to time by updating this page in order to reflect changes in the law and/or its Privacy Practices. The Parish Council encourages you to check this Privacy Notice for changes whenever you visit the website.

### The Parish Council and the Data Protection Officer

Billingsford Parish Council is the data controller of your personal data. The Parish Council has a Data Protection Officer (DPO) who is responsible for data protection compliance. You can contact the DPO using the details below.

### 2. What kinds of personal information about you does the Parish Council process?

Personal information that the Parish Council will process includes:

**Personal and contact details** (e.g. title, name, addresses, phone numbers)

**Copies of correspondence between you and the Parish Council** (e.g. emails you have sent to the Parish Council)

**Services you receive from the Parish Council**, as well as those you have been interested in and have received, and the associated payment methods used

**Services and goods you provide to the Parish Council** (e.g. as a sole trader)

**Employment details** (if you apply for a job with or are employed by the Parish Council)

### 3. What is the source of your personal information?

The Parish Council will collect personal information from the following general sources:

From you directly (employment information)

### 4. What does the Parish Council use your personal data for?

The Parish Council uses your personal data, including any of the personal data listed in Section 2 above, for the following purposes:

To respond to a request for a service or manage services that the Parish Council provides to you (or you provide for the Parish Council, e.g. as a contractor)

To monitor and record the Parish Council's communications with you and the Parish Council staff (see below)

To comply with legal and regulatory obligations, requirements and guidance

To assess job applications or to manage existing staff employment

To process applications for grants or to become a Councillor

To carry out the Parish Council's public duties and tasks

The Parish Council will never use your personal information for purposes other than those for which it was provided or obtained for, without first obtaining your consent.

## **5. What are the legal grounds for the Parish Council to process your personal information (including when the Parish Council shares it with others)?**

The Parish Council relies on the following legal bases to use your personal data:

**Where it is needed to provide you with services**, such as processing requests for information or services that you make to the Parish Council, or providing services to you, and at all stages and activities relevant to managing services provided to you.

To comply with the Parish Council's **legal obligations**

For a **public task**, such as performing a task in the public interest or for the Parish Council's official functions, where the task or function has a clear basis in law

Where **it is in the Parish Council's legitimate interests to do so**

With your consent, such as when you have given the Parish Council clear consent to process your data for a specific purpose.

## **6. When does the Parish Council share your personal information with other organisations?**

The Parish Council may share information with the following third parties for the purposes listed below:

Government and regulatory bodies, e.g. the District or County Council

Other organisations and businesses who provide services to the Parish Council, such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions

The Parish Council's bank (e.g. for making payments to you)

Our Auditors

## **7. How and when can you withdraw your consent?**

Where the Parish Council relies on your consent to process personal data, you can withdraw this at any time by contacting the Parish Council using the details below, or via the website.

## **8. Is your personal information transferred outside the U.K. or the EEA?**

The Parish Council is based in the U.K. but sometimes your personal information may be transferred outside the European Economic Area. If the Parish Council does so it will make sure that suitable safeguards are in place, for example by using approved contractual agreements, unless certain exceptions apply.

## **9. What should you do if your personal information changes?**

You should tell the Parish Council using the contact details below or via the website so it can update its records. The Parish Council will then update your records if it can.

## 10. For how long is your personal information retained by the Parish Council

Unless the Parish Council explains otherwise to you, it will hold your personal information based on the following criteria:

For as long as the Parish Council is required to in line with legal and regulatory requirements or guidance

For as long as the Parish Council has reasonable needs, such as managing it's relationship with you and managing it's work

For as long as the Parish Council provides services to you

You can refer to the Parish Council's Information Audit for further detail on this.

## 11. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They do not apply in all circumstances. If you wish to use any of them, the Parish Council will explain at that time if they are appropriate or not.

The right **to be informed** about the processing of your personal information

The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**

The right **to object** to processing of your personal information

The right **to restrict processing** of your personal information

The right **to have your personal information erased** (the "right to be forgotten")

The right to **request access** to your personal information and to obtain information about how we process it

The right to **move, copy or transfer your personal information** ("data portability")

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>

## Contact Us

If you have any questions about this Privacy Notice, or if you wish to exercise your rights or contact the DPO, you can do so via the website or via email to [grizandy@tiscali.co.uk](mailto:grizandy@tiscali.co.uk) (the Data Protection Officer, Mrs G Hubbard) Alternatively, you can write to the Data Protection Officer at Billingford Parish Council, 21 South Green Gardens, Dereham, NR19 1PY

Adopted 15th May 2018