



## **PRIVACY NOTICE**

The information you provide (personal information such as name, address, e mail address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and /or access our facilities and services.

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

Personal data is information and documentation relating to a living individual who can be identified from that data. Identification can be by the information alone, or in conjunction with 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").

For the most part, the data held by Pool-in-Wharfedale Parish Council is restricted to public information, such as names and addresses of adult residents within the parish, or the names and addresses of business or property owners within the parish. This level of information is not confidential, as it is publicly available from the Electoral Roll, Companies House, Planning Applications, or from the Land Registry.

### **Who are we ?**

This Privacy Notice is provided to you by Pool-in-Wharfedale Parish Council which is the data controller for your data.

Other data controllers the Parish Council works with :

Local Authorities/Parish Councils

Community Groups

Charities

Contractors

Other not for profit entities

### **How do we process your personal data ?**

Pool-in-Wharfedale Parish Council complies with its obligations as the data controller under the GDPR by protecting personal data from loss, misuse, unauthorised access and disclosure; by ensuring that appropriate technical measures are in place to protect personal data; by keeping personal data up to date; by not collecting or retaining excessive amounts of data; and by securely deleting or destroying it when it is no longer needed.

We use your personal data for the following purposes :-

- To fulfil our statutory duties and powers as a Parish Council



- To maintain our accounts and records
- To respond to enquiries from residents
- To communicate with residents and volunteers
- To inform you of news, events and activities affecting the parish

### **What is the lawful basis for processing your personal data ?**

The lawful basis for holding this information is to enable the Parish Council to carry out its 'public task' as part of its local government statutory duties and powers.

Where residents have made contact with the Parish Council, by telephone, email, or other means of correspondence, we may also hold their telephone numbers and/or email addresses. This information has been freely provided by the resident and is used purely for communication purposes.

Residents may have also contacted the Parish Council to express an interest in supporting the community, such as in delivering leaflets or Annual Reports, or participating in voluntary litter patrols and other activities. Contact details of these individuals may be kept on separate database groups as a legitimate interest so that they may be informed of activities which they have expressed an interest in or have participated in the past. When contacting these residents, action will be taken to blind copy or otherwise withhold their contact details from other members of the group.

### **How we use sensitive personal data**

We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are 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 process 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.



Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Information Sharing**

We may need to pass your information to other people and organisations (see other data controllers the Parish Council works with) that provide the service you are enquiring about. These providers are obliged to keep your details securely, and use them only to fulfil your request. If we wish to pass your sensitive or confidential information onto a third party, we will only do so once we have obtained your consent, unless we are legally required to do so. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act. Where we need to disclose sensitive or confidential information to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

### **How do we secure your personal data ?**

All electronic information, correspondence and databases held by Pool-in-Wharfedale Parish Council shall be securely password protected, and protected by reputable anti-virus and anti-spyware software. Hard copies shall be securely filed and protected from unauthorised access. Personal data including correspondence from residents to the Parish Council shall remain confidential at all times and shall not be divulged or shared with other parties without the express permission of the resident.

### **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 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 for as long as we need it. This means we will delete it when it is no longer needed.

### **Your rights and your personal data**

- The right to request a copy of any personal data held by the Parish Council



- The right to request that the Parish Council corrects any personal data that is found to be inaccurate or out of date
- The right to request your personal data, such as correspondence, telephone numbers, and email addresses, is erased where it is no longer necessary for the Parish Council to retain such data (this does not apply to public information, or information necessary to enable the Parish Council to fulfil its duty and public tasks as a local government organisation).
- The right to be removed from any communication databases at any time
- The right, where there is a dispute in relation to the accuracy or processing of personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office

### **Contact Details**

To exercise all relevant rights, queries or complaints, please in the first instance contact the Clerk.