



SOUTH WONSTON PARISH COUNCIL PRIVACY NOTICE

The Parish Council respects the privacy of local residents, visitors to our website and those who communicate with us by telephone, email and social media. The information our contacts provide us with enables us to monitor our services and provide the services required. This Privacy Notice setting out individual rights and the Parish Council's obligations is provided by the Parish Council in accordance with the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation 2018 (UK GDPR) and its own Data Protection Policy.

OUR WEBSITE AND COOKIES

Our website (<https://www.southwonston-pc.gov.uk>) is provided by Vision ICT Ltd. It uses cookies to make the site work better for you and to allow you to use services while logged on. By using the website you consent to all cookies in accordance with our Cookie Policy unless you wish to decline them (see website). We use Google Analytics to collect information about how people use our site and rough demographics as to what groups of people are using the site. You can opt out of Google Analytics Tracking. We do not collect or store your personal information, for example your name or address, so this information can't be used to identify who you are.

PERSONAL DATA, PROCESSING AND THE SEVEN DATA PRINCIPLES

Personal Data means information about any living individual which allows them to be identified. Processing means any operation or set of operations performed on personal data, such as collecting, storing, retrieving, using, combining, erasing and destroying personal data with automated or manual operations. The UK GDPR and DPA set out seven Data Principles to ensure that data is lawfully, fairly and transparently processed, only used for specific and legitimate purposes, limited to what is necessary, accurate, held no longer than necessary and kept safe and secure. The seventh, the Accountability Principle, requires the Parish Council must be able to show that it has complied with these principles by keeping records of all personal information processing and producing them for the Information Commissioner on request. Legal bases for processing personal information include:

- The consent of the provider
- Compliance with legal obligations including the discharge of the Parish Council's statutory functions and powers
- For the performance of a contract or the procedure to enter into a contract.

TYPES OF DATA COLLECTED

The Parish Council will process some or all of the following data where necessary to carry out its tasks:

- Names, titles, aliases, photos, including closed-circuit television footage,
- telephone numbers, addresses and email addresses
- Where relevant to services provided by the Parish Council, or provided to it, the Parish Council may process gender, age, marital status, nationality, education or work history, academic or professional qualifications, hobbies, family composition and dependants.

SENSITIVE DATA

The Parish Council may process personal data of a sensitive or special nature as appropriate:

- Racial, ethnic, or religious to monitor compliance with equal opportunities legislation or to comply with legal requirements and obligation to third parties
- The Parish Council will not process data belonging to a sensitive category without justification for collecting, storing and using it.
- The Parish Council may process special categories in limited circumstances with consent, to carry out legal obligations or if the public interest is involved. Rarely it may do this where necessary in relation to legal claims, to protect someone's interests or where the information has already been made public.

HOW PERSONAL DATA IS USED

Personal data may be used for some or all of the following purposes:

- To deliver public services including understanding customers' needs to provide the services required and to understand what the Parish Council can do for its customers and to inform them about other relevant services
- To confirm someone's identity to provide some services
- To contact people by post, email, telephone and social media
- 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 law enforcement
- To meet all legal and statutory obligations and powers including any delegated functions
- To carry out comprehensive safe-guarding procedures including due diligence and complaints handling according to best safeguarding practice to ensure all children and adults at risk are provided with safe environments or to protect individuals from harm or injury
- To promote the Parish Council's interests
- To maintain its accounts and records
- To request views, opinions and comments
- To notify people about changes to Parish Council facilities, services, events, staff, councillors and other role holders

- To send information requested or about matters of general interest, for example about new projects and initiatives
- To process relevant financial transactions including grants and payment for goods and services supplied to the Parish Council
- To allow statistical analysis of data in order to plan service provision
- To prevent and prosecute any crime caught by the closed=circuit television cameras.

HOW LONG THE DATA IS KEPT

Data is kept for no longer than is necessary but in some instances specific time limits apply. Please see our Retention Policy.

PERSONAL RIGHTS

The law gives rights in some circumstances to control what kind and how personal data is used, depending on why the Parish Council holds and how it uses personal information. Before you exercise your rights, please send us proof of your identity for your security.

You have the right to access the information we hold about you.

You have the right to correct, update or erase that information.

You have the right to transfer your data to another controller in certain circumstances.

You have the right to object to your personal information being used, or to ask for its use to be restricted if we are able to comply or have a legal obligation to do so.

You have the right to withdraw consent at any time for a procedure for which consent has been obtained.

You have the right to lodge a complaint with the Information Commissioner's Office if you feel you have been treated unfairly and are not satisfied with the Parish Council's Complaints procedure. For the Information Commissioner, ring 0303 123 1113, or go to <https://ico.org.uk/global/contact-us/email/>, or write to The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

CHANGES TO THIS NOTICE

We will regularly review this notice and post any updates on our web page.

CONTACT DETAILS

Any queries should be directed to the Clerk. Please ring 01962 889072 or email clerk@southwonston-pc.gov.uk