

OTTERHAMPTON PARISH COUNCIL

GENERAL DATA PROTECTION REGULATIONS

GENERAL PRIVACY NOTICE

(Approved on 5.7.18)

(For residents and members of the general public)

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself 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 (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Who are we?

This Privacy Notice is provided to you by Otterhampton Parish Council which is the data controller for your data.

A description of what personal data the parish council processes and for what purposes is set out in this Privacy Notice.

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

- Contact details such as telephone numbers, addresses, and email addresses;
- Electoral Roll data.

4. The parish council will comply with data protection law. 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 including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

5. We use your personal data for some or all of the following purposes:

- To enable us to provide a service for the benefit of the community
- To contact you by post, email or telephone
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the parish council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To send you communications which you have requested and that may be of interest to you. These may include information about new projects or initiatives;

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

The parish 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 the use of your personal data requires your consent. We will first obtain your consent to that use.

7. Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. 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 may be possible that we will need to share your data with some or all of the following (but only where necessary):

- Sedgemoor District Council
- Somerset County Council

8. 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. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it securely when it is no longer needed.

9. Your rights and your personal data

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

- **The right to access personal data we hold on you**
- **The right to correct and update the personal data we hold on you**
- **The right to have your personal data erased**
- **The right to object to processing of your personal data or to restrict it to certain purposes only**
- **The right to data portability**
- **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- **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.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

11. Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Combwich.org.uk website. This Notice was last updated in June 2018.

12. 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 all relevant rights:

The Data Controller is Otterhampton Parish Council

The Data Processor on behalf of the Parish Council is the Parish Council Clerk:

Mrs Aly Prowse

Dowells Farm

Stear

TA5 2PX

Otterhamptonpcclerk@gmail.com

Tel 01278 652426