

DATA PRIVACY NOTICE

WINCHFIELD PARISH COUNCIL

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone 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 (the "GDPR").

Depending on your relationship with the Council, we may collect and process:

- Name, address and contact details
- Email address and telephone number
- Employment and recruitment information
- Financial information (for payments, payroll, or allotments)
- Correspondence and complaint details
- CCTV images (if applicable)
- Website contact form submissions
- Names and contact details of volunteers
- Emergency contact details for staff or volunteers

We only collect personal data that is necessary for specific purposes.

2. Who are we?

Winchfield Parish Council (the "Parish Council" is the data controller -contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Parish Council aims to comply with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to ensure the above.

The Parish Council may use your personal data for the following purposes: -

- To enable us to provide you with Parish Council services
- To inform you of news, (including details of planning and property developments), events, activities and services operating or proposed in the Parish or its environs
- To manage our obligations and duties to our employees, volunteers and our elected and co-opted Members;
- To maintain Parish Council accounts and records
- To share your personal data with others where required by law

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services
- Processing is necessary for carrying out of legal obligations (including employment, social security or social protection law, or a collective agreement);

5. Sharing your personal data

Your personal data will be treated as confidential and will only be shared with others where required to carry out a service you have requested to or for purposes connected with your employment or service if you are a Parish Council employee, Councillor or volunteer. In certain circumstances the law may require disclosure to third parties.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Parish Council's Data Retention Policy. A copy of which can be obtained from the Parish Clerk.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Parish Council holds;
- The right to request that the Parish Council corrects any personal data if it is inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Clerk at clerk@winchfieldparishcouncil.gov.uk If you are not satisfied with their response you may contact the Parish Council's Chairman.

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us | ICO](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.