

Alrewas Parish Council
General Data Protection Regulations
GENERAL PRIVACY NOTICE
March 2019

Your personal data – What is it?

“Personal data” is any information about a living individual only which allows them to be identified from that data (for example name, e mail address, address, photographs, videos). Identification can be direct using the data itself or by combining it with other information to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies to the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation such as the Human Rights Act.

Who are we?

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

Other data controllers the Council works with:

Other data controllers such as local authorities, including Lichfield District Council or Staffordshire County Council

Community groups

Charities

Other not for profit organisations

Contractors

This list is provided as an example and other organisations may work with the Council on occasions and have access to some data.

We may need to share your data with such organisations so that they can carry out their responsibilities to the Council. If we and other data controllers are processing your data, we are all collectively responsible to you for your data. Where each of the parties listed are processing your data for their own independent purposes then each of us will be independently responsible to you. If you have any questions, wish to exercise any of your rights (see below) or make a complaint, you should do so directly to each data controller.

A description of what personal data the Council processes and for what purpose is set out in this Privacy Notice.

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

- Names, titles and aliases, photographs
- Contact details such as telephone numbers, addresses, e mail addresses
- Where they are relevant to the work of the Council, and where you provide them to us; gender, age, marital status, nationality, education, work history, qualifications, family composition, dependants, hobbies and interests
- Financial identifiers such as bank account details, payment card numbers, policy numbers, claim numbers

- Where and when required we may process information of a sensitive nature, such as racial or ethnic origin, criminal convictions, mental and physical health, details of injuries/illness, medication or treatment received, political beliefs, affiliation to trades union or other groups, genetic data, biometric data, data on sexual orientation, religious beliefs

How we use sensitive data:

We may process sensitive data including, as appropriate,

- mental or physical health in order to monitor sick leave and take decisions on fitness to work
- ethnicity, gender and sexual orientation to meet equal opportunities legislation
- in order to comply with legal requirements and third-party obligations

These types of data are described in GDPR legislation 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 information.

We may process special categories of personal data in the following circumstances:

- in limited circumstances, with your explicit written consent (by letter or e mail)
- Where we need to carry out our legal obligations
- Where it is needed in the public interest

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

Do we need your consent to process your sensitive personal data?

In limited circumstances we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so we will provide you with full details of the personal data that we would like and the reasons for requesting it, so that you can consider whether you wish to release the information to us for our use.

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

- To enable us to meet all legal and statutory obligations and powers, including any delegated functions
- To maintain our accounts and records
- To process financial transactions including grants and payments for goods and services supplied to the Council
- To protect against and help discover fraud and corruption in relation to public funds, including where necessary to assist law enforcement. To notify you of any changes to councillors, policies and procedures or services
- To promote the interests of the Council
- To deliver public services within the Council's remit
- To understand your needs to provide services and facilities which meet the needs of the local community
- To inform you of our services or those of other local providers
- To carry out safeguarding procedures, including due diligence and complaints handling to ensure that all children and at-risk adults are provided with safe environments and to protect individuals from harm or injury
- To confirm your identity in relation to information and the provision of services
- To enable us to gain your views on our services

- To enable us to undertake statistical analysis of data to target and enhance our provision
- To contact you using a range of media, including communications which you have requested

Our processing may include the use of CCTV or other visual provision for the prevention of or prosecution of crime.

What is the legal basis for processing your personal data?

The 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. On occasions when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. Sometimes the use of your data requires your consent. In these circumstances we will obtain your permission before we use your data.

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

Sharing your personal data

The Council may have to share your personal information with third parties in order for it to carry out its obligations. These third parties will put in place appropriate security measures and will be responsible directly to you for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following on occasions when it is necessary:

- The data controllers listed above – *Other data controllers the Council works with*
- Agents, suppliers and contractors
- Other councils, for example Lichfield District Council, or not for profit bodies with whom we are collaborating

How long do we keep your personal data?

We keep records for the period set out in our Retention Schedule. Timescales vary. For example, some information is kept permanently if this is a legal requirement. We may keep other records for a longer period of time, for example financial records as required by HMRC. We keep data for as long as it is required and then dispose of it securely.

Your rights and your personal data:

You have the following rights in law in relation to your personal data:

1. The right to access personal data that we hold on you

- At any point you can contact us to request to see the personal data which we hold on you as well as ask why we have that personal data, who has access to it and where we obtained the data from. Once we have received your request, we will respond within one month
- There are no fees and charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administration fee

2. The right to correct and update the personal data we hold on you

- If the data that we hold on you is out of date, incomplete or incorrect you can inform us and we will update your data
- 3. **The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your data, you can request that we erase the data that we hold on you
 - When we receive your request, we will confirm whether the personal data has been erased or the reasons that we have not deleted it, for example if we require the information in order to meet our legal requirements
- 4. **The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data
- 5. **The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request
- 6. **The right to withdraw your consent at any time to the processing of data for which consent was obtained**
 - You can withdraw your consent easily by telephone, e mail or by post to the address below
- 7. **The right to lodge a complaint with the Information Commissioner's Office**
 - You can contact the Information Commissioner's Office as follows:
 - By phone on 0303 123 1113
 - By e mail: <https://ico.org.uk/global/contact-us/email>
 - By post:
The Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire
SK9 5AF

Transfer of data abroad

Any personal data transferred to countries or territories outside of the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights whether through international agreements or contacts approved by the European Union. Please note that our website is accessible from outside of the UK so on occasions information may be accessed from abroad.

Further processing

If we wish to use your data for a new process not covered by this Privacy Notice we will provide you with a new notice explaining this new use prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary we will seek your prior consent to the new processing.

Changes to this notice

We will keep the Privacy Notice under periodic review and will post any changes on the Council website with a clear indication that it has been updated. This notice was updated in March 2019.

Contact details:

Please contact us if you have any questions about the Privacy Notice or the personal data which we hold about you. Please also contact us to exercise all other rights under legislation, including to make a complaint, at:

The Data Controller
Clerk to Alrewas Parish Council
c/o The Royal British Legion Club Ltd
Rykneld Street,
Alrewas
Staffs
DE13 7AX

Telephone: Office: 01283 792293

Website: www.alrewasparishcouncil.org.uk

E mail: www.afsparishcouncil@yahoo.co.uk