

## Farringdon Parish Council Privacy Statement

### Who are we?

This Privacy Notice is provided to you by the Farringdon Parish Council which is the data controller of/for any personal data we have gathered through interacting with you.

### 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, email address, or address).

Identification can be by the use of the data itself or by combining it with other information which helps to identify a living individual (e.g. name and home address).

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) which came into force on 25<sup>th</sup> May 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

### How do we get hold of your personal data?

Personal data is collected from you whenever you interact with Farringdon Parish Council, for example if you contact the Parish Council with an enquiry. The information we collect will typically be your name, email address, home address and/or telephone number. We collect this information in order to respond to enquiries and to keep you updated with the Parish Council’s work (such as the defibrillators).

In addition, we may work with other data controllers, such as East Hampshire District Council (EHDC) or Hampshire County Council (HCC) in order to resolve queries you’ve raised with us. 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.

### 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 personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The 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.

## What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Sometimes when exercising these powers or duties it is necessary to process personal data of residents. We will always take into account your interests and rights.

## How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. However, in general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## Your rights and your personal data

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

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) *The right to access personal data we hold on you***
  - Once we have received your request we will respond within one month.
- 2) *The right to correct and update the personal data we hold on you***
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) *The right to have your personal data erased***
  - Unless there is a legal reason why we need to retain your personal data
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
  - Unless there is a legal reason why we need 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.

# FARRINGDON PARISH COUNCIL

Email: [clerk@farringdonpc.org](mailto:clerk@farringdonpc.org)

- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***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.

## **Further processing**

If the reason for holding your personal data changes we will inform you of this change. Where and whenever necessary, we will seek your prior consent to changing the use of your personal data.

## **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on [www.farringdonpc.org](http://www.farringdonpc.org). This Notice was last updated in July 2018.

## **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, queries or complaints at:

The Clerk, Farringdon Parish Council

Email: [clerk@farringdonpc.org](mailto:clerk@farringdonpc.org)