

# GENERAL DATA PROTECTION REGULATIONS POLICY

## Cringleford Parish Council

This policy updates any previous data protection policy and procedures to include the additional requirements of General Data Protection Regulation (GDPR) which apply in the UK from 25 May 2018. This policy will be reviewed annually.

### Who we are

This policy explains the duties and responsibilities of the council and it identifies how the council will meet its obligations. For the purpose of data protection legislation, the Parish Council is the Data Controller and the Parish Clerk is the Data Protection Officer (DPO) for the personal data processed as part of the business of the Council. The DPO maintains a record of processing activities.

### How we will use your information

We receive your personal data (data by which you may be recognized) from your communications with us, your employment with us, or your business with us. We will process it to allow us to carry out our duties as a public body to carry out our statutory duties, to safeguard public monies and to complete due diligence exercises to reduce the likelihood of fraud being committed. This data includes personal details and, if appropriate, details of yours, your company's/ organisation's bank account and their email addresses as we need to be able to contact them in the event of any queries.

### The personal information we hold on you will:

- be used lawfully, fairly and in a transparent way;
- be collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes;
- be relevant to the purposes we have told you about and limited only to those purposes;
- be accurate and be kept up to date as appropriate;
- be kept only as long as necessary for the purposes we have told you about below;
- not be shared with anyone else and not be used for any other matter without your consent;
- be kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

All information is held on secure devices or confirmed third-party secure locations.

### The nature of your personal data we will be using

The personal data that we retain is contact information (address, telephone number, email address), room booking information, employment information and banking details as necessary.

### Why our use of your personal data is lawful

In order for our use of your personal data to be lawful, we need to meet one (or more) conditions in the data protection legislation. Our processing of your data is necessary to exercise a function of a parish council and for the exercise of a function of a public nature that is in the public interest, either by consent or for contractual purposes.

Agreed: June 2020

Review: June 2021

More information about this is available from: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3>

### **Who we will make your personal data available to**

The Parish council may need to share your personal data with other public authorities for statutory purposes or with organisations for employment purposes.

### **How long we will keep your personal data**

We will only keep your personal data for as long as we need it for the purpose(s) it was collected and according to our Records Retention Policy and for no more than 7 years.

### **Your data protection rights**

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please email [clerk@cringlefordpc.org.uk](mailto:clerk@cringlefordpc.org.uk). Requests concerning your personal information will be processed within 30 days. If requests are manifestly unfounded, then it may be refused or a charge applied.

Further information about your data protection rights appears on the Information Commissioner's website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by emailing [clerk@cringlefordpc.org.uk](mailto:clerk@cringlefordpc.org.uk).

If you consider a breach of the Regulation has occurred during the processing of your data by the Council you may report this to our DPO who will work with the Data Controller to investigate the claim and report to the ICO, if necessary, within 72 hours.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.