

## **DATA PRIVACY NOTICE**

### **1. Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data, e.g. a name, photo or address. Identification can be by the information alone or with other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

Crothorne Parish Council is the data controller (contact details are below). This means it decides how your personal data is processed and what it is used for.

### **3. How do we process your personal data?**

Crothorne Parish Council complies 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 technical measures

are in place to protect personal data.

We may use your personal data for the following purposes:

- ✓ To enable us to provide services for the benefit of residents within the parish of Crothorne
- ✓ To process relevant transactions including donations and grant applications.
- ✓ To send you information that you have requested.
- ✓ To manage employees and contractors.
- ✓ To maintain our own accounts and records (including the processing of grants).
- ✓ To inform parishioners and the wider community of news, events, activities and services within the parish.
- ✓ To seek your views, opinions and comments.

### **4. 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. Sometimes 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. This Privacy Notice sets out your rights and the council's obligations to you. 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 personal data requires your consent. We will first obtain your consent to that use.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other organisations with your explicit consent.

### **6. How long do we need your personal data?**

We will keep records as legally required. For example it is best practice to keep financial records for a minimum of 8 years to support HMRC audits. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority, such as the current electoral roll. We will endeavour to keep data only for as long as we need it- it will be deleted when no longer required.

### **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 Crothorne Parish Council holds.
- ✓ The right to request that Crothorne Parish Council corrects any personal data if it is found to be inaccurate or out of date.

- ✓ The right to request your personal data is erased where it is no longer necessary for Cropthorne 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).
- ✓ The right to object to the processing of personal data, or restrict it to certain purposes.
- ✓ 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 Data Protection Notice, then we will provide you with a new notice explaining this new use prior to starting 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 or complaints please contact:  
The Parish Clerk at [crophornepc@outlook.com](mailto:crophornepc@outlook.com) or on 01386 552233  
Cropthorne Parish Council  
116 Farleigh Road  
Pershore  
WR10 1JZ

You can contact the Information Commissioner's Office on 0303 123 1113 or via email on <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.