

Elstead Parish Council Privacy Policy & Privacy Notice

Privacy Policy

Elstead Parish Council is committed to protecting your privacy. We have prepared this Privacy Notice to describe our practices regarding the 'personal data' we collect from contractors, members of the public, and visitors to the Elstead Parish Council web site. Your data will always be treated securely and in accordance with this Privacy Notice. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Please note, that in context of the Elstead Parish Council website (<http://www.elstead-pc.gov.uk/>), that it contains links to other external websites and contacts. This privacy policy only applies to Elstead Parish Council, so you should always take care when you are moving to another site. Elstead Parish Council accepts no responsibility or liability for these sites.

Your personal data – what is it?

Personal data means any data that allows someone to identify you. For example, your name, address, telephone and mobile numbers, and email address – as well as any information about you that is associated with, linked to, or could be linked to, any of the aforementioned data. When identified by such information, you are known as the 'data subject'.

Who are we?

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

How do we process your personal data?

The 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 use your personal data for the following purposes:

- To administer tenant records
- To manage our employees and volunteers
- To maintain our own accounts and records
- To personalise your use of the website
- To inform you of news, events, and activities

We may also collect and store information about you when you interact with us. For example when you:

- submit an enquiry
- give us feedback
- make a complaint
- apply for a job
- enter into a contract with us

The Council will regard it as normal processing to share communications internally between staff and current Parish Councillor's to ensure that any issue raised is properly dealt with.

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, and activities
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is carried out ensuring there is no disclosure to a third party without consent

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your explicit consent or when required by law to do so.

How long do we keep your personal data?

- We will keep your personal contact information for only as long as it remains relevant and/or necessary for us to do so.
- We will keep financial records and associated paperwork for as long as the law requires us to, for tax or accounting purposes (which may be up to six years after a particular transaction).

Contact forms

If you contact us through any of the contact and/or feedback forms (for example via the Clerk, emailing our Councillors or via the Elstead Parish Council website) we will process

your email address and your name. We will retain this data only as long as necessary and relevant to process your enquiry. We will not use your data for any other purpose than was intended.

Cookies (The Internet Ones!)

Cookies are small pieces of data, stored in text files, that are stored on your computer or other device when websites are loaded in a browser. They are widely used to 'remember' you and your preferences, either for a single visit (through a 'session cookie') or for multiple repeat visits (using a 'persistent cookie'). They ensure a consistent and efficient experience for visitors, and perform essential functions such as allowing users to register and remain logged in. Cookies may be set by the site that you are visiting (known as 'first party cookies'), or by third parties, such as those who serve content or provide advertising or analytics services on the website ('third party cookies').

How We Use Cookies

We use first party and third party cookies for several reasons. Some cookies are required for technical reasons in order for our website to operate. We refer to these as "essential" or "strictly necessary" cookies. Other cookies enable us to provide a better user experience. Finally, third parties serve cookies through our website to provide tracking technologies which we use to analyse trends and improve the website as a whole. You can set your cookie preferences at any time using the dialogue box below:

COOKIE PREFERENCE

Please select an option. You can find more information about the consequences of your choice at [Help](#).

- Accept all cookies
- Accept first-party cookies only

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 Elstead Parish Council hold;
- The right to request that Elstead 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 the Elstead 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]; and
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

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

People under 18

All personal information processed about people under the age of 18 is done so with parent/guardian consent. Before processing data we will ask you to confirm that consent has been provided, if the individual is under the age of 18. We trust that adults from other organisations (for example, teachers and youth workers) who provide us with data about those aged under 18 have received parent/guardian consent for the data to be shared.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Clerk to Elstead Parish Council via e-mail at elsteadpc.clerk@gmail.com

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

Data Controller

The data controller is:

Elstead Parish Council

E: elsteadpc.clerk@gmail.com

Data Protection Officer

APPROVED BY EPC on 17th June 2019

The data protection officer is:

Richard Rees

E: elsteadpc.richard.rees@gmail.com

T: 07590 274 196

Changes to this Privacy Notice

Our Privacy Notice may change from time to time to ensure adherence to legislation or industry developments. Please check this page occasionally to see if we have included any updates and that you are happy with them.

PRIVACY NOTICE

Summary

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling and we do not sell your data or pass it to third parties, unless in accordance with the Council's right to process information. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We regularly review our policy to keep it up to date in protecting your data. For further information, see our Privacy Policy, which can be seen on our website (www.elstead-pc.gov.uk) or, on request from the Parish Clerk.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party, unless it meets the Council's right to process information.

The Council's Right to Process Information

The lawful basis on which Elstead Parish Council processes information is stated in General Data Protection Regulation Article 6 (1) (a), (c) and (e), summarised as follows as being:

- with the consent of the data subject; or
- necessary for compliance with a legal obligation; or
- necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (the Parish Council).

Information Security

Elstead Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures (eg encryption and password), and appropriate policies.

We will only keep your data for the purpose for which it was collected, and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by Elstead Parish Council at any time).

Children

We will not process any data relating to a child (under 18) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk on Tel: 07884 490581 or e-mail (elsteadpc.clerk@gmail.com)

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact us on Tel: 07884 490581 or email (elsteadpc.clerk@gmail.com)

Information Deletion

If you wish Elstead Parish Council to delete the information about you, please contact us on Tel: 07884 490581 or email (elsteadpc.clerk@gmail.com) to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Parish Clerk to register your concerns.

Rights Related to Automated Decision Making and Profiling

Elstead Parish Council does not use any form of automated decision making or profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Elstead Parish Council by contacting the Parish Clerk

APPROVED BY EPC on 17th June 2019

(elsteadpc.clerk@gmail.com). If you are not satisfied with how your complaint is handled, you may also contact the Information Commissioner's Office: casework@ico.org.uk