

HIGH MELTON PARISH COUNCIL

GENERAL PRIVACY NOTICE

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, videos, email address, or postal address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. 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) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by High Melton Parish Council, the data controller for your data.

Other data controllers the council may work with such as:

- Local authorities, particularly Doncaster Metropolitan Borough Council
- Community groups
- Charities
- Other not for profit entities

HMPC may need to share your personal data with them so that it can carry out responsibilities to the council, if HMPC and the other data controllers listed above are processing your data jointly for the same purposes. In this case HMPC and the other data controllers may be “joint data controllers” which means being collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes 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
- Contact details such as telephone numbers, addresses, and email address

Sensitive personal data

- HMPC holds no types of data described in the GDPR as Special Categories of data

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.

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

- To contact you by post (to provide newsletters) email, telephone
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information on new projects or initiatives;

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. HMPC will always consider your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. 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. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with"

- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

HMPC will keep some records permanently where legally required to do so and 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
 - At any point you can make contact to request the personal data held on you as well as why that data is held, who has access to the personal data and where obtained it was obtained In this instance you will receive a response within one month.
 - There are no fees or 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 administrative fee.
- 2) The right to correct and update the personal data we hold on you
 - If the data held on you is out of date, incomplete or incorrect, please inform Clerk and your data will be updated.
- 3) The right to have your personal data erased
 - If you feel that HMPC should no longer be using your personal data or that it is being used unlawfully, you can request that it be erased.
 - On receipt of your request it will be confirmed whether the personal data has been deleted or the reason why it cannot be deleted (for example compliance with a legal obligation).
- 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 HMPC stop processing your personal data or ask us to restrict processing. Upon receiving your request you will be contacted and informed of compliance.

- 5) The right to data portability
- You have the right to request that some of your data be transferred to another controller. This will be done where it is feasible to do so, within one month of receiving your request.
- 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 at any time 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 5A

Transfer of Data Abroad

High Melton Parish Council's website is accessible from overseas so on occasion some personal data, such as that contained in a newsletter, may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not currently covered by this Privacy Notice, then HMPC 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 your prior consent to the new processing will be sought.

Changes to this notice

This Privacy Notice is regularly under review and updates will be published on the website

Contact Details

Please make contact if you have any questions about this Privacy Notice or the personal data we hold about you or you wish to exercise all relevant rights, queries or complaints at:

The Data Processor: Paul Rollinson, Parish Clerk, High Melton Parish Council:
clerk@highmeltonparishcouncil.gov.uk

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.