



## Corhampton & Meonstoke Parish Council PRIVACY NOTICE

Based on the NALC Model Privacy Notice 18 August 2021

**Adopted 13 July 2022**

### **For Staff, Councillors and Role Holders**

- Staff means employees, workers, agency staff and those retained on a temporary or permanent basis.
- Role Holders includes volunteers, contractors, agents and other role holders within the Council including former staff and former councillors. This also includes applicants or candidates for any of these roles.

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### **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 address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personal ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). 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.

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### **Who are we?**

This Privacy Notice is provided to you by Corhampton & Meonstoke Parish Council which is the data controller for your data.

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### **Other data controllers Corhampton & Meonstoke Parish Council works with:**

- Government departments
- The Keeper of the Privy Purse at Buckingham Palace
- County associations
- One Voice Wales
- Local authorities
- Other not for profit entities
- Contractors

We may need to share personal data we hold with them so that they can carry out their responsibilities to the Council and our community. The organisations referred to above will sometimes be ‘joint data controllers’. This means we are all collectively responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

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**Corhampton & Meonstoke Parish Council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by Corhampton & Meonstoke Parish Council or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications and dependants;
- Where you pay for services such as conference bookings, purchasing publications, or we pay you, for example, expense payments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers;
- The personal data we process may include sensitive or other special categories of personal data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation and biometric data.

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#### **How Corhampton & Meonstoke Parish Council uses sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

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#### **Does Corhampton & Meonstoke Parish Council 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 sensitive 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.

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#### **Corhampton & Meonstoke Parish 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.

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**Corhampton & Meonstoke Parish Council use your personal data for some or all of the following purposes:**

- To deliver member services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;  
To contact you by post, email, telephone or using social media
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds, and where necessary, for the law enforcement functions;
- To enable us to meet all legal and statutory obligations
- To promote the interests of Corhampton & Meonstoke Parish Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our 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 about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to or by Corhampton & Meonstoke Parish Council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

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

Corhampton & Meonstoke Parish Council processes personal data which is necessary for the performance of a contract to which you may be a party to, or may want to enter, for example, membership, event bookings and subscriptions.

Corhampton & Meonstoke Parish Council processes personal data which is necessary to comply with its legal obligations, for example, providing personal information to regulators and statutory bodies. Corhampton & Meonstoke Parish Council processes personal data in order to meet its legitimate interests as a membership association of local councils. For example delivering member services, responding to general enquiries, supporting our members and partners and improving our services. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

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**Sharing your personal data**

This section provides information about the third parties with whom Corhampton & Meonstoke Parish 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 Corhampton & Meonstoke Parish Council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software/website;
  - If we send you our newsletter your data is processed by Mail Chimp who have certified their compliance with the EU-US Privacy Shield – view their privacy policy

– If you complete one of our website surveys, event booking or publication orders forms your data is processed by Survey Monkey who have certified their compliance with the EU-US Privacy Shield – view their privacy policy

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

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### **How long does Corhampton & Meonstoke keep your personal data?**

We will keep some records permanently, for example, Corhampton & Meonstoke Parish Council minutes. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. Corhampton & Meonstoke Parish Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. 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.

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### **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.

- ***The right to access personal data we hold on you***
- At any point, you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond 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.
- ***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.
- ***The right to have your personal data erased***
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- ***The right to object to the processing of your personal data or to restrict it to certain purposes only***
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- ***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.
- ***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).
- ***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 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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### **Transfer of data abroad**

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in our latest news) may be accessed from overseas.

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### **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.

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### **Security**

Data security is of great importance to Corhampton & Meonstoke Parish Council and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

- Limiting access to our buildings to those that we believe are entitled to be there (by use of passes, key card access and other related technologies)
- Implementing access controls to our information technology
- Using appropriate procedures and technical security measures (including encryption and archiving techniques) to safeguard your information across all our computer systems, networks, website and office.

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### **Cookies**

Our website uses cookies. We will ask you to consent to our use of cookies in accordance with the terms of this notice when you first visit our website.

A cookie is a small text file which is placed on your computer or other access devices by a website. When you visit our website, your browser checks to see if it has any cookies for it and sends the information contained in those cookies back to the site in order to tailor and improve your experience.

We also use cookies to collect anonymous usage and visitor behaviour information – this includes IP address, operating system, browser type and pages visited. We use this to track how our website is used, measure its effectiveness, and to help us improve our content and user experience.

If you wish, you can use your browser settings to disable cookies. Different browsers offer different levels