

# Condover Parish Council

## Data Privacy Notice

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

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

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

Condover 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 enable us to provide services for the benefit of the public in a particular geographical area as specified in our constitution
- To conduct Parish Council business with individuals, external agencies and contractors
- To manage our employees and volunteers
- To maintain our own accounts and records
- To inform you of news, events, activities and services run by Condover Parish Council

### 4. What is the legal basis for processing your personal data?

Condover Parish Council processes personal data on three legal bases:

- a) Public task: the processing is necessary to perform a task in the public interest or for its official functions
- b) Contract: the processing is necessary for a contract the Parish Council has with the individual, or because the individual has asked the Parish Council to take specific steps before entering into a contract
- c) Consent: Consent may be relied upon as the legal basis in circumstances where the individual has given clear consent for the Parish Council to process their personal data for a specific purpose

Condover Parish Council may also process personal data where there is a vital interest, or on the basis of a legal obligation, where it is necessary for the Parish Council to comply with the law.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared on the legal bases given above.

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

We keep data in accordance with relevant legislation: Limitation Act 1980 and the Employers' Liability (Compulsory Insurance) 1998 Regulations (SI. 2753). The Parish Council's Retention Policy for Records and Documents is available on the Condover Parish Council website:

<http://condoverpc.org.uk/what-is-parish-council.html>

Personal data the Parish Council is not required by statute to retain will be disposed of after a period of having been dormant or unused for six months.

## **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 Condover Parish Council holds about you;
- The right to request that Condover 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 Condover 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*]
- The right to lodge a complaint with the Information Commissioners 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 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.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Clerk at Dorrington Village Hall, The Maitlands, Dorrington SY5 7LD Tel: 07516 445872 [condoverpc@gmail.com](mailto:condoverpc@gmail.com)

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.