



AUDLEM PARISH COUNCIL PRIVACY POLICY

1. 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 by the personal data alone or in conjunction with any other 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 local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Audlem Parish Council which is the data controller for your data. The Parish Council can be reached via the Parish Clerk, 1 St Chads Way, Norton in Hales TF9 4AW or via audlempc@gmail.com.

3. Who is the data controller?

Audlem Parish Council.

4. What personal data is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses where they are relevant to the services provided by a council or where you provided them to the Council yourself.
- Where you pay for activities such as use of a council facility, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers, or the Parish Council pays you;
- The data we process may include sensitive personal data or other special categories of data such as absence records, details of injuries and medication/treatment received or trade union affiliation.
- Personal data is also collected from AudlemOnLine (www.audlem.org). This is for the purpose of compiling a directory of local groups and businesses and also for receiving responses to community surveys.
- Information collected automatically from use of the service e.g.
 - Device information (nature of device and/ or identifiers)
 - Log information (including IP address)
 - Location information (how is location collected/inferred)
 - Device sensor information
 - Site visited before arriving
 - Browser type and or OS
 - Interaction with email messages
- Information from other publicly accessible sources.
- Nature of any outbound communications with website users

- Email
- Telephone (voice)
- Telephone (text)

5. 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.

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

- To deliver public 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 information
- To confirm your identity to provide some services;
- To contact you by post, email, telephone
- 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 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 or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you and to deal effectively with matters raised with the Parish Council.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

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

The council is a public authority and has certain powers and duties. 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. Sometime 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 Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

8. Sharing your personal data

The Council will implement appropriate security measures to protect your personal data. The Council will not share your data with anyone not directly concerned with the Council's activities in performance of its statutory obligations (and only where necessary).

9. How is your data stored?

This information is stored in digital form on the internet email account and the Clerk's and (where relevant) Councillor's personal computers, and in paper form in the Clerk's office located in a private residence or in another secure storage location.

10. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The 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.

11. 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.

- i) The right to access personal data we hold on you**
- ii) The right to correct and update the personal data we hold on you**
- iii) The right to have your personal data erased**
- iv) The right to object to processing of your personal data or to restrict it to certain purposes only**
- v) The right to data portability**
- vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
- vii) 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 5AF.

12. 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. The AudlemOnLine website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

13. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy 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.

14. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on the Parish Council area of AudlemOnLine (www.audlem.org) This Policy was adopted in June 2018.

15. Contact Details

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

The Data Controller, Audlem Parish Council c/o 1 St Chads Way, Norton in Hales, TF9 4AW

Email: audlempc@gmail.com

This policy is fully supported by all Members of Audlem Parish Council.

This Privacy Policy was amended and adopted at the Audlem Parish Council Meeting held on:

Date: 11th June 2018

Signed: Geoff Seddon (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

DATE: 11th June 2018

Original signed copies held on file by the Parish Clerk.