



Queen Camel Parish Council

Chairman – Mr John Brendon

Data Privacy Notice

Queen Camel Parish Council is committed to protecting your privacy when undertaking its functions on your behalf. This Privacy Notice explains how we use any personal information that we hold and how we protect your privacy in accordance with The General Data Protection Regulation (GDPR) that became law on 25th May 2018.

As a small Parish Council we keep very little personal information: we do not routinely collect or store personal information and most of the personal information which we do hold relates to correspondence. The Parish Clerk is also required to hold a copy of the Electoral Register but because it contains personal information it is not allowed to be accessed by the public.

Some personal information is exempt from the GDPR, for example because it is already in the public domain or is part of a statutory process like a planning application. You can find out about such exemptions on the Information Commissioner's Office website or by contacting the Information Commissioner's Office (see contact details are at the end of this document).

The purpose of this Notice is to reassure you that any personal information which we do hold is processed (used or stored) in compliance with the new Regulation; for the avoidance of doubt our obligations and your rights under the new Regulation are described in detail. If you do have any concerns or questions about how we look after your personal information, please contact the Clerk to Queen Camel Parish Council on queencamel.clerk@gmail.com or 01935 850692.

What is 'personal information'?

Personal information can be anything that relates to an identifiable living person including information that, when put together with other information, can identify a person. An example would be your name and contact details. **The law applies equally to personal information stored digitally (on computers) or on paper.**

What kind of personal information is regarded as 'special'?

Some information needs extra protection due to its sensitivity including information which is very personal to you or which you might not want to be widely known, for example about your health, beliefs or politics. The Parish Council does not (and does not need to) collect or hold any of this type of personal information.

Why do Public Authorities need to hold personal information?

Queen Camel Parish Council may need to hold or use personal information in order to investigate and deal with concerns or complaints which have been brought to its attention. Larger Public Authorities (like District or County Councils) may need to hold personal information for other reasons, for example to manage or deliver services and functions which they are mandated to provide, to train or manage employees and contractors who help to deliver those services, to check on service quality and spending and to help with the research and planning of new services, but such reasons will rarely if ever apply to small parish councils like Queen Camel.

How does the law allow Public Authorities to use personal information?

The law allows and in some cases requires Public Authorities to collect and use your personal information a number of reasons, for example where:

- You, or your legal representative, have given consent.
- You have entered into a contract with the Authority.
- It is necessary to perform the Authority's statutory duties.
- It is necessary to protect someone in an emergency.
- It is required by law.
- It is necessary for employment purposes.
- You have made your information publicly available.

Even if you have given your consent to a Public Authority to use your personal information **you have the right to withdraw that consent at any time**. If you consented to the Parish Council using your personal information but wish to withdraw consent please contact the Clerk at queencamel.clerk@gmail.com or on 01935 850692.

We only use personal information that we need

We only collect, use or keep personal information that we need to meet a requirement and if we don't need it we will not ask for it. If we already have it but do not need it (for example in the form of contact details on survey responses) we will delete it or make it anonymous and we will not pass it on to anyone else without your explicit consent.

What you can request about your information we may hold

The law gives you a number of rights to control what personal information is used by us and how we use it:

- **You can ask that you or someone nominated by you be given access to the information we hold on you.** When we receive a request from you in writing we must give you access to everything we have recorded about you except for:
 - confidential information about other people
 - information that a professional thinks will cause serious harm to your or someone else's physical or mental wellbeing
 - cases where the information might compromise the prevention or detection of crime.

If you want to see your records but cannot ask for them in writing we will make sure that there are other ways you can ask for them. If you have any queries about access to your information please contact the Clerk to Queen Camel Parish Council on queencamel.clerk@gmail.com or 01935 850692.

- **You can ask to change information you think is inaccurate.** You should let us know if you think we hold information about you that is incorrect or inaccurate. We will remove or correct factual inaccuracies and may include your comments in the record to show where you disagree with it.
- **You can ask to delete information** (the right to be forgotten). This is possible in particular circumstances such as:
 - Where your personal information is no longer needed or there is no legal reason to hold it.
 - Where you have removed your consent for us to hold your information.
 - Where deleting the information is a legal requirement.

In cases where your personal information has been shared with others we will do what we can to make sure that they comply with your request for erasure.

In some cases Public Authorities may not be able to comply with your request to delete your personal information, for example where:

- They are required to hold it by law.
- It is necessary for public health purposes.
- It is required for official research or statistical purposes.

- **You can ask for the use of your personal data to be restricted rather than it being deleted:**
 - When information is restricted it will be securely stored and used only with your consent to handle legal claims and protect others, or where it is required in the public interest.
 - Where use of your personal information has been restricted we will inform you before using it.

You have the right to ask any Public Authority to stop using your personal information for the provision of any public service but doing so might delay or prevent service delivery.

- **You can ask to have your information moved to another provider (data portability).**

You have the right to ask for your personal information to be given back to you or to another service provider of your choice in a commonly used format. This only applies if the information is being used with your consent (rather than because it is required by law) and is processed by a computer. Data portability is unlikely to apply to information held by a Parish Council.

How your information is protected

We will do all we can to ensure any information we hold about you (on paper and electronically) is secure and we will only make it available to those who have a right to see it. Our security measures include:

- Data encryption, meaning that computer networks, systems, files or folders containing personal information are locked and can only be opened with a secret password or code.
- Keeping our digital devices and paper records in a secure location.
- Keeping our software updated (via software 'patches').
- Undergoing training updates on the secure processing of information including how and when to report any data breaches.

Where your information is held

Our paper records, laptop computer and back-up hard drive are kept securely at the home of the Parish Clerk. No Parish Councillor keeps any Personal Information, either paper-based or electronic, in their own personal systems.

How long do we keep your personal information?

We aim to hold any personal information only so long as it is needed to serve the purpose for which it is held unless the law requires us to keep it for a set period of time.

The Parish Council website

As with other websites, our website provider logs the Internet Protocol (IP) addresses of devices used to access the site and collects information about how visitors find or access the site, how much time they spend there, what pages they visit and which links they click on. This helps us to make the website work better for users. The information collected and stored does **not** include other personal information such as a name or address so we do not and cannot use this data to identify you.

Where can I get advice?

If you have any worries or questions about how your personal information is handled please contact the Clerk to Queen Camel Parish Council on queencamel.clerk@gmail.com or 01935 850692.

For independent advice about data protection, data privacy and data sharing you can contact:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate), 01625 545 745 (national rate).

Email: casework@ico.org.uk

Website: <https://ico.org.uk/>