

## Otterton Parish Council Data Privacy Notice Adopted January 2019

**Personal data** Personal data relates to a living individual who can be identified from that data. Identification can be by the information directly or in conjunction with any other information in the data controller's possession or likely to come into its possession.

The processing of personal data is governed by the General Data Protection Regulations. Who are we? We are Otterton Parish Council and the council is the data controller. This means it decides what information is collected for what purposes and how it is processed.

How do we process personal data? Otterton Parish Council complies with its obligations under the General Data Protection Regulations by keeping personal data up to date; by storing and destroying it securely; by collecting and retaining minimum amounts of data; by protecting data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use personal data to carry out the duties and responsibilities of council business including sharing data with other organisations only in respect to such business.

In order to achieve this, the council will process some or all of the following personal data as necessary:

- Name, title, aliases and photographs
- Contact details such as telephone numbers and addresses (including email).
- Where they are necessary to deliver services and where you consent to provide them we may process information such as gender, age, marital status, nationality, education/work history, academic qualifications, hobbies, family composition.
- If we need to process payments then we will process financial data such as bank account data, payment card numbers, National Insurance numbers.

We may need to process sensitive personal data such as racial or ethnic origin, criminal convictions, mental and/or physical health information, political affiliations, trade union memberships, genetic and other biometric data, sexual orientation . If this is necessary we would need clear and reasonable justification for doing so including obtaining your consent.

Legal compliance. The council is a public authority and has certain powers and obligations. Most personal data is processed for compliance with the discharge of the council's duties. The council will comply with data protection law which includes but is not restricted to the following:

- Use data lawfully, fairly and in a transparent way.
- Collect data only for valid purposes that we have clearly explained and for those purposes only.
- Ensure the data are accurate and up to date.
- Ensure data are kept as long as necessary to carry out the process we told you about.
- Ensure data are kept and destroyed securely.

Sharing personal data. Some processes carried out by the council may require us to share your personal data with third parties. These third parties have the same obligations with respect to compliance with the General Data Protection Regulations. Examples of third party organisations we may need to share data with include: East Devon District Council, Devon County Council, commercial contractors, payroll contractors, contracted lawyers, banks.

**How long do we keep your personal data.** We will keep some records permanently if we are legally required to do so. Typically we will keep personal data for the minimum period necessary for the purpose it was obtained. For example financial records need to be kept for 8 years minimum, other data may need to be kept for a minimum of 6 years in case of claims.

**Your rights and personal data.** You have the following rights with respect to your personal data as laid out below. When exercising any of these rights may need to verify your identity and we will respond to your request within a month of receipt.

- The right to access your personal data we hold. You can contact us to request the personal data we hold as well as why we have that data; who has access and how we obtained the data. There are no fees for the first request but unfounded or excessive requests may be subject to an administrative fee.

- The right to correct and update personal data we hold. • The right to have your personal data erased should you believe we are unlawfully using your data. When we receive such a request we will either delete the data and/or explain why this has not been possible.

- The right to object to the processing of your personal data or restrict it to certain purposes only.

- The right to data portability i.e. you have the right to request we transfer some or all of your data to another controller.

- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

- The right to lodge a complaint with the Information Commissioner's Office – telephone 0303 123 1113, email <https://ico.org.uk/global/contact-us/email/> or by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Transfer of data abroad. If for some reason we need to transfer your data to countries or territories outside of the European Economic Area it will only be placed on systems complying with measures giving equivalent protection of your personal rights either through international agreements or contracts approved by the European Union.

**Further Processing.** If we need to use your personal data for a new purpose not covered by this Privacy Notice then we will provide you with a new notice explain this new purpose prior to commencing the processing including seeking additional consent if necessary. Changes to this notice. We keep this Privacy Notice under regular review and we will place any updates on this web page <http://www.otterton.info/ottertoncouncilnews.htm>. This notice was updated January 2019.

**Contact details.** Please contact us if you have any questions about this privacy notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: The Data Controller, Otterton Parish Council c/o Sandycross Farmhouse, Yettington Budleigh Salterton Ex9 7BW Email: [clerk@otterton.info](mailto:clerk@otterton.info)