



# PRIVACY POLICY

**Adopted 8 October 2018**

## **WHO WE ARE**

Your personal information is being processed by Broadwindsor Group Parish Council, the data controller. The data controller decides how your personal data is processed and for what purposes. Broadwindsor Group Parish Council is committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from 25 May 2018.

Broadwindsor Group 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. Whenever you provide personal information, we will treat information in accordance with our Privacy Policy.

## **WHAT IS PERSONAL DATA**

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.

## **DATA PROCESSING**

We process personal information 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 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 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 other role holders;
- To send you communications which you have requested and that may be of interest to you;
- 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.

#### **TYPE/CLASSES OF INFORMATION PROCESSED**

We process information relating to the above reasons/purposes. This information may include:

- Personal details
- Family, lifestyle and social circumstances
- Goods and services
- Financial details
- Education details
- Employment details

We also process sensitive classes of information that may include:

- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Trade union membership

#### **WHO THE INFORMATION IS PROCESSED ABOUT?**

We process personal information about parishioners, Councillors, employees and service providers.

#### **WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?**

The Council is a public authority and has certain powers and obligations. 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. Sometimes 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. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

## WHO THE INFORMATION MAY BE SHARED WITH

We may sometimes need to share the personal information we process with the individual them self and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

## RETENTION POLICY

We will keep some records permanently if we are legally required to do so. We may keep other records for an extended period of time. 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. 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.

<b>Retention Period</b>	Our Retention Policy can be obtained by contacting the Clerk, or by visiting our website, <a href="http://www.broadwindsorgroup.gov.uk">www.broadwindsorgroup.gov.uk</a>
<b>Where stored:</b>	Electronic, paper
<b>Authority:</b>	Broadwindsor Group Parish Council
<b>Information Asset Owner:</b>	Broadwindsor Group Parish Council
<b>Location Held:</b>	Electronically or Secure File
<b>Permanent Preservation:</b>	No
<b>Sensitive Personal Data:</b>	No

## RIGHTS OF DATA SUBJECTS

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.

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why.
<b>The right of rectification</b>	Data subjects can request corrections to their PII.
<b>The right to erase</b>	Data subjects can request to be forgotten.
<b>The right to restrict processing</b>	Data subjects can ask an organisation to stop processing their PII.
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation.
<b>The right to object</b>	Data subjects can object to an organisation processing their PII.
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making.

### **FURTHER INFORMATION**

If you would like more information regarding rights, you can do this by consulting the Information Commissioner's Office (ICO)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

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 please contact:

#### **Data Controller**

Clerk to the Council  
Broadwindsor Group Parish Council  
The Old School House  
Bridge Street  
Netherbury  
Dorset  
DT6 5LS  
01308 488440  
[hello@broadwindsorgroup.gov.uk](mailto:hello@broadwindsorgroup.gov.uk)

#### **Data Protection Officer**

Mr. Ben Malley  
7 New Road  
Far Forest  
Kidderminster  
DY14 9TQ  
01299 269188  
[ben@dmpayrollservices.co.uk](mailto:ben@dmpayrollservices.co.uk)