

**Watton-at-Stone Parish Council**  
**Privacy-Notice / Data-Protection Policy.**  
**Adopted 17<sup>th</sup> July 2018**

The Parish Council is committed to protecting your privacy.

All public and private organisations are legally obliged to protect any personal information they hold.

We operate in accordance with the Data Protection Act 1998 in respect of any personal information you give us. The Parish Council will process its data on the basis of Legitimate Interest. This requires that we:

- identify the legitimate interests
- show that the processing is necessary to achieve it
- balance it against the individual's interests, rights and freedoms.

Applying these tests demonstrates that we have fully considered and protected individual's rights and interests.

The Parish Council carried out the following checks to ensure that it:

- has checked that legitimate interests is the most appropriate basis
- understands its responsibility to protect the individual's interests
- has conducted a legitimate interests assessment (LIA) and kept a record of it, to ensure that it can justify its decision
- has identified the relevant legitimate interests
- has checked that the processing is necessary and there is no lesser intrusive way to achieve the same result
- has done a balancing test, and is confident that the individual's interests do not override those legitimate interests
- only uses a person's data in ways that they would reasonably expect, unless required otherwise by law
- is not using people's data in ways they would find intrusive or which could cause them harm, unless required otherwise by law
- does not process children's data
- has, where possible, considered safeguards to reduce the impact of loss of data protection
- has considered whether or not it can offer an opt out
- has considered whether or not it also needs to conduct a Data Protection Impact Assessment (DPIA), if its LIA identifies a significant privacy impact [a DPIA is a privacy-related impact assessment whose objective is to identify and analyse how data privacy might be affected by certain actions or activities]
- keeps its LIA under review and repeats it if circumstances change
- includes information about its legitimate interests in its privacy information.

## **What do we mean by personal information?**

The Data Protection Act covers any data which concerns a living and identifiable person and includes such things as their name, address, telephone number/email.

## **What is my personal information used for?**

All of the personal data we collect is processed by our Clerk for the purpose of Parish Council business only. This information is located on servers within the European Union. No third-parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this can be found on our website <https://www.watton-pc.org.uk/files/Data-Protection-Policy.pdf>.

It may include details volunteered:

- of regular contacts for local groups and contractors
- in relation to enquiry's and the Hire of our facilities
- in relation to the Neighbourhood Planning process.

## **How do you store my personal details?**

- We only store your personal information with your consent or when they form part of the public record within the Parish Council's minutes.
- The information is held and managed by the Parish Council Clerk.
- You have the right to have any personal information amended or removed at any time except where it may be legally required by the Council.

## **Who can view my personal information?**

- Information given voluntarily by you in relation to the Hire of our facilities will only be viewed by the Parish Council Clerk and, as necessary, by Watton-at-Stone Parish Councillors.
- Your personal information **will NOT** be disclosed to third-parties unless required by law or with your prior written consent.

## **How are Records Managed?**

We are required under UK law to keep your basic personal data (name, address, contact details) for a minimum of 6 years, after which time it will be destroyed. The details that we use for regular contact purposes will be kept with us until you notify us that you no longer wish to hear from us.

The Parish Council records are kept at the Council's registered office.

- Electronic data is held as password-protected documents and files on the Council's laptop computer (which remains under the control of the Parish Council Clerk and is the property of the Parish Council).
- Hardcopy data is stored under lock-and-key, and shredded prior to disposal.
- Your personal information **will NOT** be sold or disclosed to any third-parties unless required by law or with your written consent.

### **How will you contact me?**

We will use your personal information to contact you. This could be by telephone, email or letter, or occasionally by text message.

### **How do I get a copy of my information that you hold?**

We will always try to be as open as we can in terms of giving you access to your information.

If you have signed a Hire or Lease Agreement with us, then you will have been given a hardcopy of that agreement and the personal information it contains.

You can find out what, if any, personal information we hold about you by contacting the Parish Council Clerk and making a 'subject access request' under the Data Protection Act 1998.

Our registration number with the Information Commissioner's office is **ZA301622** and can be viewed on the Information Commissioner's Office website.

If you require more details on the Data Protection and Freedom of Information Acts, please contact the Information Commissioner's Office.

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## **General Data-Protection Regulations (GDPR) and the Parish Council: In a Nutshell**

GDPR is a whole system of regulations, systems, rights and principles that aims to protect the personal data of every EU citizen. It came into effect on the 25th May 2018.

The GDPR legislation documents are huge and set out to give a person more rights over the data that an organisation holds on them.

In a nutshell, the main points (and in respect of the Parish Council) are as follows.

- We need to state a valid reason for gathering and processing a person's data.
- We need to ask that person for their consent to gather the data.
- We need to provide a person with a way of withdrawing that consent at any time.
- We need to take precautions to protect the personal data that we have gathered.
- A person can request to see all the details (both in human and machine-readable format) that we hold on them.
- A person can request that we delete all of their personal data that is held by us.

### **Why the Parish Council collects your data**

We need to have basic data to enable us to provide a service to a person. We will **only** collect the personal data that we need to provide and oversee that service.

## **What the Parish Council may do with your data**

All the personal data we collect is processed by our Parish Council Clerk for the purpose of Parish Council business **only**. This information is located on servers within the European Union. No third-parties have access to someone's personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of personal data. More information on this can be found on our website.

## **How long the Parish Council keeps your data**

We are required under UK tax laws to keep someone's basic personal data (name, address, contact details) for a minimum of 6 years, after which time it will be destroyed. The details that we use for regular contact purposes will be kept by us until the person involved notifies us that they no longer wish to hear from us.

## **The Individual's rights**

If a person thinks that the information we may have is inaccurate, then they can request to see it and ask for it to be corrected or deleted.

If a person wishes to raise a complaint about how we have handled their personal data, then they can contact us at [clerk@watton-pc.org](mailto:clerk@watton-pc.org) and request that we investigate. If they are not satisfied with our response or believe we are processing their data improperly, then they can complain to the Information Commissioner's Office at <https://ico.org.uk>.