

# Privacy Policy

## **Scope**

This Privacy Policy applies to those who volunteer their Personal Information when dealing with the council on parish matters. It details when and why we collect your Personal Information, how we use this data, the limited conditions under which we may disclose it to others and how we keep it secure. It also sets out your rights regarding the Personal Information that you have provided to us.

It is our response to our legal obligation to protect Personal Information in accordance with the General Data Protection Regulation (GDPR) that entered into effect on 25<sup>th</sup> May 2018, and which is enforced in the UK by the Information Commissioner's Office.

## **What is meant by Personal Information?**

Personal Information means data from which an individual can be uniquely identified and includes such things as name, address, telephone number and email address.

## **What is our legal basis for collecting & processing your Personal Information?**

We are a civil local authority and therefore subject to certain legal and statutory obligations and have certain powers. In order to discharge our obligations and exercise our powers it will sometimes be necessary to collect and process the Personal Information of people either using our services or providing services to the Parish Council.

## **Our commitment to you?**

Any Personal Information that we collect from you will be:

- 1) Processed lawfully, fairly and in a transparent manner relating to an individual;
- 2) Collected only for specified, explicit and legitimate purposes;
- 3) Relevant and limited to only that which is necessary to perform the specified purpose;
- 4) Accurately maintained;
- 5) Held no longer than is necessary to perform the specified purpose, or to comply with our legal obligations ;
- 6) Kept safe and secure.

## **What Personal Information do we collect?**

To perform our role we will need where necessary your:

- 1) Title, name and aliases; and
- 2) Contact details such as home address, telephone number and email address; and
- 3) Family composition and dependants; and
- 4) Financial identifiers such as bank account numbers, payment/transaction identifiers.

We obtain the above data when it is volunteered by you when using the Contact Form on our website, or when contacting us on parish matters via email or through other forms of communication. It may

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also be provided to us by the East Riding of Yorkshire Council in relation to a planning application or proposed development affecting the parish.

## **For what purpose do we use your Personal Information?**

- 1) To enable us to meet our legal and statutory obligations and powers including any delegated functions;
- 2) To process financial transactions including payments for goods and services supplied to the parish council;
- 3) To maintain our own accounts and records;
- 4) To review local planning applications and to log and process any comments thereon;
- 5) To log and process any queries, suggestions, concerns or complaints raised by members of the public regarding parish council matters;
- 6) To seek your views, opinions or comments;
- 7) To confirm your identity when responding to requests for data access, as covered later in this Policy.

## **How do we store your Personal Information?**

Personal information provided using the Contact Form on our website, or by direct email, is stored on a server located in a secure environment managed by our website hosting company. Access to the data on this server is restricted to our Parish Clerk and Parish Webmaster by implementing industry standard user and password controls.

Personal Information that is downloaded from the above server or collected by means other than the internet is held and managed by our Parish Clerk as follows:

- a) It is kept at our Parish Clerk's home.
- b) If in digital form it is held on a dedicated, password-protected council owned laptop. Emails will be deleted on the above server and on this laptop when no longer needed.
- c) If in paper form it is held in a locked cabinet and shredded prior to disposal when no longer needed.

## **How long do we keep your personal data?**

We will retain your Personal Information only for as long as there is an administrative requirement to do so. In practice this may range from a few weeks in the case of correspondence relating to a matter that is dealt with promptly, or up to 6 years, if it relates to a financial transaction made by the parish council.

## **Who can view my Personal Information?**

The parish councillors and parish clerk may view your Personal Information and also the general public when it becomes public record within the parish council's minutes.

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We may need to share your Personal Information with the East Riding of Yorkshire Council (EYRC) in order to exercise our duties to the parish. Note that the EYRC is legally obliged to protection any such data received in accordance with the GDPR.

We will not pass your Personal Information to other organisations for marketing purposes.

## **Does our Privacy Policy apply to other websites?**

Other sites that are reached by exercising a link on our website are not covered by this Privacy Policy. You will, therefore, need to check that their corresponding privacy policy meets your needs before giving them any Personal Information.

## **What are my rights relating to my Personal Information?**

Your rights with respect to your Personal Information are listed below. Please note, that we will require proof of your identity in two forms (e.g. scanned copies of your passport and driving licence) should you wish to exercise any of these rights. In all cases your point of contact will be our Parish Clerk.

- a) You may ask if we hold any Personal Information relating to you. We will confirm whether or not we hold such data and, if we do, then we will describe what it is, tell you why we have it, tell you who has access to it, and provide you with a copy of it in tangible form.
- b) If you become aware your Personal Information that we hold is inaccurate or incomplete, then you may ask us to update it in accordance with your instructions and we will comply accordingly.
- c) You may ask us to stop or limit the use of your Personal Information. In such a case, we would encourage you to explain what you are trying to achieve, so that we may provide you with the council services you would like to continue.
- d) You may demand your Personal Information that we hold be erased. However, we may not be able to comply with such a request for legal reasons and, if so, we will tell you what these are.
- e) You may ask us to transfer all or part of your Personal Information that we hold to another controller. Please be aware that in such circumstances we would provide your nominated controller with hardcopy details of what we have.
- f) If you are not satisfied with our handling of your Personal Information then you may lodge a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Changes to this Policy**

We reserve the right to change this policy from time to time. This present version became effective on 20<sup>th</sup> November 2019.