

GIRTON PARISH COUNCIL GENERAL PRIVACY NOTICE

1. Your personal data – what is it?

“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 (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Who are we?

This Privacy Notice is provided to you by the Girton Parish Council which is the data controller for your data.

3. How do we process your personal data?

Girton 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.

To keep you informed of Parish Council services and other activities of local interest, we process and retain your contact information. This is usually limited to name, title, any aliases; your contact details such as telephone numbers, addresses and email addresses; and possibly comments you make and photographs. We do not share this data and may retain it until you request its deletion.

To keep you informed of issues you have reported to us or expressed interest in, we process and retain your contact information. This is usually limited to name, title, any aliases; your contact details such as telephone numbers, addresses and email addresses; and possibly comments you make and photographs. We may need to share your contact data with trusted third parties, such as South Cambridgeshire District Council, Cambridgeshire County Council or other trusted parties we are working with. We may retain this data until you request its deletion.

Where you pay for activities such as use of a council hall, we process and retain financial identifiers such as bank account numbers. In these instances we retain data for as long as necessary to satisfy HMRC and legal requirements.

In a few cases especially like employees, we may need information such as gender, age, education, work history, academic/professional qualifications. In these instances we retain data for as long as necessary to satisfy HMRC and requirements of employment law.

4. According to data protection law, the personal data we hold about you must be:

- Relevant to the purposes we have told you about and limited only to those purposes
- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring the appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

5. How long do we keep your personal data?

In general, we will endeavour to keep data only for as long as we need it; then we will delete it. We may keep some other records for an extended period of time. For example, financial records for a minimum period of 8 years to support HMRC audits or provide tax information or information necessary to defend or pursue legal actions. We will keep some records permanently if we are legally required to do so, usually as part of our statutory obligations as a public authority.

6. Your rights and your personal data

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.

a. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

b. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

c. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

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

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

e. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

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

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

g. The right to lodge a complaint with the Information Commissioner's Office

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

8. Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.girton-cambs.org.uk/policies. This Notice was last updated in January 2020.

9. 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:

Girton Parish Council, The Pavilion, Girton Recreation Ground, Girton, Cambridge, CB3 0FH.

Email: clerk@girton-cambs.org.uk