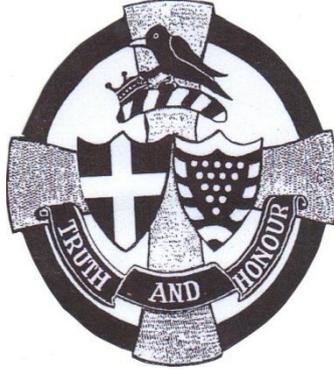


BREAGE PARISH COUNCIL



DATA PRIVACY POLICY

Breage Parish Council is the Data Controller, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data is held for.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. How is your personal data processed?

Breage Parish Council will comply with its obligations under the General Data Protections Records 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.

Your personal data may be used for the following purposes: -

- to deal with the service that you requested and to allow us to be able to communicate, and provide services appropriate to your needs
- to ensure we meet our legal obligations;
- to prevent and detect fraud or crime in the use of public funds;
- to process financial transactions including grants, payments, benefits and invoices
- to conduct research to seek your views, opinions or comments and to allow for the analysis of data so the provision of services may be planned;
- to enable the Council to meet all legal and statutory obligations and powers;
- to promote interests of the Council;
- to maintain accounts and records;
- to administer membership records;
- to inform you of news, events, and activities in the parish
- to notify you of changes;
- to send communications you have requested and where you have consented to the processing;
- where necessary to protect individuals from harm or injury;
- where otherwise permitted under Data Protection legislation.

3. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that the parish Council may keep them informed about news, events, and activities;

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out ensuring there is no disclosure to a third party without consent.

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties outside of the parish with your consent.

5. How long do we keep your personal data?

Electoral roll data is kept while it is still current. Some records, i.e. Cemetery and Parish Council Minutes will be permanently kept. Financial records, associated paperwork and Staff personal records will be kept for a minimum of 6 years to support HMR&C audits or to provide tax information. Council is permitted to retain data to defend or pursue claims. In general the Parish Council will keep data only for as long as it is needed and it will be deleted once it is no longer needed.

6. Storage of information

Information is stored in locked cabinets; on encrypted flash drives; on a password protected PC or on an external hard drive kept in a safe.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which Breage Parish Council holds;
- the right to request that Breage Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for the Breage Parish Council to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that personal data be provided to the data subject;
- the right, where there is a dispute in relation to the accuracy or processing of personal data, to request a restriction is placed on further processing;
- the right to object to the processing of personal data;
- the right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If the Parish Council wishes to use your personal data for a new purpose, not covered by this Policy you will be provided 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 your prior consent will be sought to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Clerk to Breage Parish Council, Mrs Carol Macleod by letter to Parish Rooms, Breage, HELSTON. TR13 9PD, by telephone 01326 574781 or by e-mail breageparishcouncil@btconnect.com

The Parish Council would prefer any complaints to initially be made direct so it may have the opportunity to see if matters can be put right. However, if you are unhappy with the way your information has been processed and how the Parish Council has responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Telephone: 0303 123 1113 or online: <https://ico.org.uk/concerns>