

Colwall Parish Council
General Data Protection Regulation

GENERAL PUBLIC PRIVACY NOTICE

Introduction

The processing of personal data is governed by legislation including the General Data Protection Regulation (the "GDPR"). "Personal data" is any information about a living individual which allows them to be identified from that data either directly or when combined with other information.

This Privacy Notice is provided to you by Colwall Parish Council who is a data controller. The personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process all or some of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases;
- Contact details such as telephone numbers, addresses, and email addresses;

The council will comply with data protection law. This says the personal data we hold must be:

- 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.
- Relevant to the purposes we have told you about and limited only to 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 that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data of the general public for some or all of the following purposes:

- To carry out the duties of the Council.
- To record your views, opinions or comments and to respond where appropriate.

What is the legal basis for processing your personal data?

The council is a public body which serves the community. To do this effectively it may need contact you. When necessary we will first obtain your consent to use your personal data.

The Council does not exchange or share General Public data with anyone.

The Council does not collect or store any Sensitive Personal Data

The Council does not 'process' personal data except under specific separate Privacy Notices.

How long do we keep your personal data?

We retain personal data for as long as we believe it is necessary to be able to serve the community.

Your rights and your personal data

You have the following rights with respect to your personal data:

We may need you to provide proof of your identity before you can exercise these rights. We will carry out requests within one month.

1. *The right to access personal data we hold on you*
Please contact the Parish Clerk to request the personal data we hold on you as well as why we have the data, who has access to it and, if known, where we obtained the personal data from.
2. *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.
3. *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.

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4. *The right to object to processing of your personal data or to restrict it to certain purposes only*
You have the right to request we stop processing your personal data or ask us to restrict processing.
5. *The right to data portability*
You have the right to request 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.
6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
Please contact the parish Clerk by telephone, email, or by post
7. *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.

Transfer of Data Abroad

The Council does not transfer abroad. However, our website is accessible from overseas.

Further processing

A further Privacy Notice will be provided for any new use of data. Where necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.colwall.net
This Notice was last updated in May 2018.

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:

The Data Controller, Colwall Parish Council, Mrs K Davis, Clerk to Colwall Parish Council, Humble Bee Hall, Hollybush, Ledbury, Herefordshire, HR8 1ET. Tel: 01531 650542. E-mail: cpcclerk@colwall.org.uk

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.