

Claybrooke Parva Parish Council

Data Protection Policy



1. This Privacy Policy is provided by Claybrooke Parva Parish Council (the Council) which is the data controller for any data.
2. Personal data is any information about a living individual which allows them to be identified from that data for example, name, photographs, videos, email address, or address. Identification can be by the personal data alone or in conjunction with any other 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 local legislation relating to personal data and rights such as the Human Rights Act.
3. The council will process some or all of the following personal data where necessary to perform its tasks:
 - Names, titles, and aliases, photographs
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to the services provided by a council, or when provided to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants
 - Where activities are used, such as use of a village hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers
 - The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.
4. The council will comply with data protection law which states that the personal data we hold must be:
 - Used lawfully, fairly and in a transparent way.
 - Collected only for valid purposes which have been clearly explained and not used in any way that is incompatible with those purposes.
 - Relevant to the purposes notified to the person, and limited only to those purposes.
 - Accurate and up to date.
 - Kept only as long as necessary for the purposes notified.
 - Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect the personal data from loss, misuse, unauthorised access or disclosure.
5. This section provides information about the third parties with whom the council may share personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to the persons involved directly for the manner in which

they process and protect the personal data. It is likely that the Council will need to share your data with some or all of the following, but only where necessary:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or non-profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

6. Individuals have following rights with respect their personal data:

When exercising any of the rights listed below, in order to process any request, the Council may need to verify an individual's identity for security purposes. In such cases, a person will be required to provide proof of identity before any rights can be exercised.

- The right to access personal data we hold on the person
- The right to correct and update the personal data held
- The right to have the individual's personal data erased
- The right to object to processing the personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw consent to the processing at any time for any processing of data to which consent was obtained.
- The right to lodge a complaint with the Information Commissioner's Office.

7. Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data, for example in a newsletter, may be accessed from overseas.

8. Further processing

If the Council wishes to use a person's personal data for a new purpose, not covered by this Privacy Policy, then it will provide that individual with a Privacy Notice explaining this new use prior to commencing the processing as well as setting out the relevant purposes and processing conditions. Where and whenever necessary, the Council will seek your prior consent to the new processing.

9. This Privacy Policy will be regularly reviewed.

The next review will be in May 2025.

10. if there are any questions about this Privacy Policy, or the personal data we hold, or to exercise any relevant rights, queries or complaints at contact claybrookeparvaclerk@email.com

Reviewed by Claybrooke Parva Parish Council on 18th May 2024. Minute 7.

