

PINEWOOD

**PARISH
COUNCIL**

GENERAL DATA PRIVACY NOTICE

1. What is personal data?

Personal data relates to information on a living individual who can then be identified by that data. Identification can be by that data alone or in conjunction with any other information in the Data Controller's possession or is likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation. The 'GDPR.' This replaces the Data Protection Act of 1998.

2. The role of Pinewood Parish Council

Pinewood Parish Council is the Data Controller of information it may hold. This means it may decide how any personal data it holds can be processed and for what purposes.

Pinewood Parish Council is committed to protecting the privacy and security of any personal information it holds.

3. How do we access personal data?

- a) Pinewood Parish Council has access to the Electoral Roll. Use of this data is already governed by Electoral Law.
- b) You provide us with your personal data such as name, address, phone number, email address and/or name of organisation when you make contact with us.
- c) A CCTV system is used to aid the security of Pinewood Community Hall, its car park and those who use it. The operation of this CCTV equipment may result in the image of a user of the premises being captured and retained on it.

4. How do we process personal data?

Pinewood Parish Council complies with its obligations under GDPR by keeping personal data up to date, by storing 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. Pinewood parish Council does not hold any sensitive personal data.

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

That we have your explicit consent so that we can keep you informed about news, parish and other events and activities.

There is no disclosure to a third party without consent unless to comply with legal obligations.

6. Sharing personal data

Personal data will always be treated as strictly confidential.

- I. It would only be shared with other members of the council for purposes connected with the council.
- II. It may be shared with an agent, e.g. for the distribution of a newsletter.
- III. It may need to be shared with a third party if you have asked us to pursue an issue on your behalf.

7. Your rights and personal data

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

- I. The right to request a copy of any personal data which Pinewood Parish Council may hold on you.
- II. The right to request that Pinewood Parish Council correct any personal data if it is found to be inaccurate or out of date.
- III. The right to request that your personal data is deleted when it is no longer necessary for Pinewood Parish Council to retain such data. We will confirm to you when it has been deleted or the reason why it cannot be deleted. Eg for us to comply with a legal obligation.
- IV. The right to withdraw your consent to processing at any time. We will contact you to confirm this has been done or if we have a legal obligation to process your data.
- V. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed upon further processing.
- VI. The right to object to the processing of personal data if you believe it is not being processed for the purpose it was collected.
- VII. The right to request data portability, that we transfer your data to another data controller. We will comply where feasible within one month of receiving your request.
- VIII. The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data 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 when necessary we will seek your prior consent to any new processing.

Contact Details: To exercise all relevant rights, queries or complaints in the first instance please contact The Parish Clerk, Email: pinewoodpc@ntlworld.com

The Information Commissioner's Office can be contacted on 303 123 1113 or via e mail, <https://ico.org/global/contactus-/email/>

Changes to this notice: Pinewood Parish Council will keep this Privacy Notice under regular review and will place any updates on the Pinewood Parish Council Website.

This notice was produced in July 2018.

GLOSSARY of terms

"Personal Data" is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.

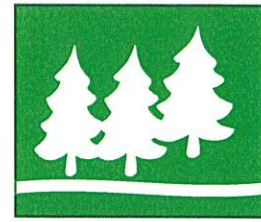
"Data controller" is the person or organisation who determines the how and what of data processing.

"Data processor" is the person or firm that processes the data on behalf of the controller.

"Data subject" is the person about whom personal data is processed.

"Processing" personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.

"Sensitive personal data or special categories of personal data" are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.



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WEBSITE PRIVACY NOTICE

This website is owned and operated by Pinewood Parish Council.

By accessing this website you agree to the following terms:

- The information found on this website is to the best of our knowledge correct. However users are strongly advised to obtain independent verification and we accept no liability for its use.
- We may have links to external sites from some of our pages. These are for information only and we cannot accept any responsibility for their content.
- We may have some advertising on our pages for community events. This does not imply any endorsement of the products and services included in the advertising.

Privacy Policy

The privacy practices stated in this policy are for this policy only.

If you link to other websites please review the privacy policies of those sites.

Accessing of Data

We collect personal information such as names and email addresses when voluntarily submitted by you. This information is used only to fulfil your specific request.

Cookie/ Tracking Technology

This site may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the site and understanding how visitors use the site. Cookies can also help customise the site.

Personal information cannot be collected from this site via cookies and other tracking technology.

Sharing of information

We will not share your information with a third party. Your details will only be used to contact you regarding any enquiry you make to Pinewood parish Council.

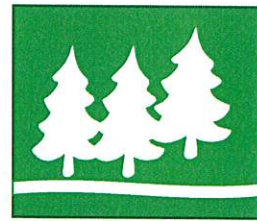
Data Security

Pinewood Parish Council undertakes to keep your personal data secure and complies fully with the General Data Protection Regulation. (GDPR) 2018.

If you have any questions about our Website Privacy Policy please contact the Parish Clerk,
Email; pinewoodpc@ntlworld.com

Pinewood Parish council will keep this Privacy Notice under regular review and will place any updates on the Pinewood parish Council Website.

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EMAIL CONTACT PRIVACY NOTICE

When you contact us

The personal information you provide, such as name, address, email address, phone number and/or organisation will be processed and stored so that it will be possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared with any other third party.

The Council's Right to Process Information

GDPR (Data Protection Act) Article 6 (1) (a) (b) and (c)

- Processing is with the consent of the data subject.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Pinewood Parish Council is committed to ensuring the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose or which it was collected and only for as long as is necessary. After that time it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Your Rights

- You have the right to request access to any information we have on you.
- If you believe the information we have is incorrect, you may contact us so that it can be updated and we can ensure that your data is accurate.
- If you wish Pinewood Parish Council to delete your personal information please contact us.
- If you believe that your data is not being processed for the purpose for which it has been collected, you may object.
- Pinewood Parish Council does not use automated decision making or profiling of personal data.

To exercise all relevant rights, queries or complaints please contact the Parish Clerk at Pinewood Parish Council. Email: pinewoodpc@ntlworld.com

The Information Commissioner's Office can be contacted on 303 123 1113 or by email, <https://ico.org/global/contactus-/email/>

Summary

In accordance with the law we only collect a limited amount of information about individuals that is necessary for correspondence, information and service provision.

We do not use profiling; we do not sell or pass your data to third parties.

We do not use your information for purposes other than those specified.

We ensure your data is stored securely.

We delete all information deemed to be no longer necessary for us to keep.

Pinewood Parish Council will keep this Privacy Notice under regular review and will place any updates on the Parish Council Website.

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