

SHUDY CAMPS PARISH COUNCIL

GENERAL DATA PROTECTION REGULATION

PRIVACY POLICY

1. What is your “Personal data”?

Personal data is any information which enables a living individual to be identified from that data, for example, a name, photographs, videos, e-mail addresses, or home address). Identification can be directly using the data itself, or by combining it with other information which helps to identify a living individual. The processing of personal data (which for practical purposes means any use made of the data) is governed by legislation which applies in the UK – principally the General Data Protection Regulation which comes into force on 25 May 2018, but also including other legislation, such as the Human Rights Act.

2. Council Information

This Privacy Notice is being sent to you by Shudy Camps Parish Council (hereinafter referred to as “The Council”) which is the data controller for your personal data. A controller of personal data is an organisation which processes personal data for the purpose of the conduct of its business.

The Council’s address for correspondence is:

The Parish Clerk, Chainey Pieces, Main Street, Shudy Camps, Cambridge. CB21 4RA

Tel 01799 584489, e-mail clerk@shudycamps.org.uk .

3. What Personal Data is collected?

The personal data collected by the Council are names, titles and contact details such as addresses, e-mail addresses and phone numbers.

Where relevant to the work of the Council, data such as the use of premises, financial identifiers such as bank details and payment/transaction identifiers are collected.

Data such as National Insurance Numbers , pension scheme details, qualifications, education and work history and such other data as is necessary to enable to the Council to meet its legal obligations are collected for employees and potential employees of the Council. This may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health.

4. The Council will comply with data protection law.

Data Protection Law says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for the valid purposes which we explain to you in this privacy notice and not used in any way which is not compatible with these purposes. The Parish Council as a matter of policy collects and processes only the necessary minimum of personal data.
- Relevant to the purposes which we have told you about and limited to them only

- Accurate and up-to-date
- Kept only as long as is necessary for the purposes we tell you about in this privacy notice
- Kept and destroyed securely, including ensuring appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure

5. **The Council uses personal data for some or all of the following purposes:**

- **To deliver statutorily required and/or permitted public services** to the Parish of Shudy Camps, including the dissemination of information about those services, so that you can understand what we can do for you. We also use your personal data to inform you of other relevant services.
- **To confirm your identify** to provide you with some services
- **To contact you** by post, e-mail, telephone or social media
- **To help us build up a picture of our performance** as a local authority
- **To prevent and detect fraud and corruption** in the use of public funds and where necessary for the law enforcement functions
- **To enable us to meet all legal and statutory obligations and powers** including any delegated functions with other public, private and voluntary agencies
- **To promote the interests of the Council**
- **To maintain our accounts and records**
- **To seek your views**, opinions or comments
- **To notify you of changes** to our facilities, services, events, Councillors and staff or other role holders
- **To send you communications** you have requested or which may be of interest to you
- **To process relevant financial transactions** including grants and payments for services supplied to the Parish Council
- **To allow the statistical analysis of data** for the provision of services

6. **The legal basis for processing your personal data**

The GDPR sets out six lawful bases under which personal data may be processed:

- **Compliance with a Legal Obligation**- personal data may be processed if the controller is legally required to perform such processing eg to comply with legislative requirements
- **Contractual Necessity**- personal data may be processed if the processing is necessary to enter into or perform a contract with the subject of the data
- **Public Interest** – personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest
- **Vital Interests**- personal data may be processed to protect the vital interests of the data subject
- **Legitimate Interests**- personal data may be processed if a balancing test between the controller's legitimate interests and the fundamental rights and freedoms of the data subject justifies the processing of the data. Where this condition is used, the Data Controller

must inform data subjects about the legitimate interests that form the basis for the balance of interests

- **Consent** – personal data may be processed if the Controller is able to demonstrate that consent was given. Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes by statement or by a clear affirmative action.

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed **for Compliance with a Legal Obligation** which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents using the Council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the Council's obligations to you.

The Council also processes personal data for **Contractual Necessity** if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. Examples of this would be the processing of data in order to provide a contract to deliver a service which the Council is legally required or permitted to provide, or that enables the Council to operate such as a payroll service or for the use of premises.

The Council may process data under these two bases without your consent. Should the use of your personal data require your consent by law, we will first obtain your consent to that use.

7. **Sharing your personal data**

The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that the Council will need to share your data with some or all of the following, but will only where necessary:

- other data controllers the Council works for example, other local authorities or not for profit bodies with which we may carry out joint initiatives
- Our suppliers and contractors, for example, we may ask a commercial provider to maintain our database software.

8. **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or to provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general

we will endeavour to keep personal data only for as long as we need it and will delete it when we no longer need it.

9. 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 identity before you can exercise these rights:

1) *The right to access personal data we hold on you*

- At any point you may contact us to request the personal data we hold on you as well as why we hold that personal data, who has access to the personal data, where we obtained the personal data from. Once we have received your request we will respond within 1 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.

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 amended.

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.
- 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 to comply with a legal obligation.

4) *The right to object to the processing of your personal data or to restrict it to certain purposes*

- 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.

5) *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 when it is feasible to do so, within 1 month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data for which consent was obtained*

- You may withdraw your consent by telephone, e-mail or post (see contact details below)

7) *The right to lodge a complaint with the Information Commissioner's Office*

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

10. 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 may be accessed from overseas.

11. Further Processing

If we wish to use your personal data for a new purpose not covered by this Privacy Policy then we will provide you with a Privacy 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.

12. Changes to this policy

We keep this Privacy Policy under regular review and will place any updates on the Council website at www.shudycamps.org.uk. This notice was last updated in April 2018.

13. Contact details

Please contact us if you have any queries about this Privacy Policy or personal data we hold about you or to exercise all relevant rights, queries or complaints

Shudy Camps Parish Clerk at Chainey Pieces, Main Street, Shudy Camps, Cambs CB21 4RA
Tel 01799 584489 e-mail clerk@shudycamps.org.uk .