Woodbury Parish Council

(serving Exton, Woodbury and Woodbury Salterton)

Councillor, Staff, Representative PRIVACY NOTICE

Woodbury Parish Council complies with the General Data Protection Regulation (GDPR) law which came into effect on 25th May 2018 and supercedes the Data Protection Act 1998. We are the registered Data Controller (Reg. No ZA203990) and Data Processer.
We are a public authority who has certain powers and obligations and most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's functions and powers. We are committed to keeping your personal information accurate and up to date and we will not keep your data longer than necessary and will dispose of it securely. Certain data has to be kept permanently, details can be found in our Retention Policy.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy. Personal data is any information including photographs, video's, CCTV that is about a living individual which allows them to be identified from that Data.

This notice applies to all personal data collected for or on behalf of Woodbury Parish Council. This includes information collected by letter, email, face to face, telephone or online, including the Parish Councils Facebook page and Twitter account.

How we use your personal information
The Parish Council collects and uses your personal information so we can provide you with statutory and other services and perform its tasks. We use your information for the purpose for which you provided the information, including the delivery of services for you. We also use this information to monitor our performance in responding to your request.

We use your information, accurately, lawfully, fairly, in a transparent way and for the intended purpose and in the following ways:

- to tell you about services and provide services appropriate to you, for example highlighting additional help or services available to you.
- for insight purposes to allow us to analyse patterns and trends of service usage
- for service and financial planning, to help us create policy and inform decision making, e.g. identifying where children's facilities are most needed
- to process financial transactions including grants and payments involving the Parish Council or where the Council is acting on behalf of other government bodies, e.g. Department for Work and Pensions
- to help us to verify your identity if you ask us for services
- to ensure that the council meets its duties, including those imposed by the Equality and Health and Safety Acts
- where necessary for law enforcement functions, e.g. licensing, planning enforcement, trading standards and food safety where the Parish Council is legally obliged to carry out such processing.
- to help investigate any concerns or complaints you have may have about the services you receive

- to improve the health of the population we serve. To help with this, we use data and information from a range of sources including hospitals to understand more about the nature and causes of disease and ill-health in the area.
- where otherwise allowed under law. For further information on the General Data Protection Regulation (GDPR) which came into effect on 25th May 2018, please refer to the Information Commissioner's website

Services such as education and social care, protection of vulnerable children and adults, and the support of public health and wellbeing may involve collecting, using and sharing sensitive personal data as defined by law.

We do not disclose or share sensitive or confidential information without your explicit consent except in a small number of situations where disclosure is allowed by law, or where we have good reason to believe that failing to do so would put you or someone else at risk.

The Parish Council is obliged to protect public funds. We may use personal information and data-matching techniques to help us to detect and prevent fraud and ensure public money is spent in the most appropriate and cost-effective way. In order to achieve this, we may share information with other organisations which audit or administer public funds. This includes the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police.

We may use personal information to identify people who will need extra support during emergencies or major incidents e.g. emergency evacuation also those who can provide a service, e.g. owner of a tractor, 4x4, these will be held in our Emergency Plan

We are keen to ensure that we are providing the services that are needed and may contact you to make you aware of services or support which could be of interest to you. We may invite you to sign up for other services at the same time (for example, a regular mailing list). You can choose not to accept this invitation.

We may also ask for feedback on how we are performing, or ask for your views on services which you have been using.

You may not want us to collect or share your personal information, or you may set conditions on how we can use it. In these cases we may not be able to provide with the service you need, or may only be able to provide it in a limited way. There are occasions when we have a statutory obligation to collect or use personal information. In those cases we will not be able to agree to your request.

Special categories of data (sensitive personal data), we may use ethnic, gender, sexual orientation and age information (i.e., equalities data) to compile statistics in order to comply with equality legislation and assist in planning and service provision. Such data does not identify individuals or affect your entitlement to services.

If individual special category data has to be used it requires higher levels of protection and further justification for collecting, storing or using it and explicit written consent will be required or there are circumstances that we need to carry out our legal obligations or where it is needed in the public interest.

Third parties

The information we collect may be shared between Parish Council services and with other organisations/agencies, such as government bodies, HMRC / DVLA, the Police, health and social care organisations providing you with services and educational establishments.

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. We will comply with data protection law and only share your personal information when we are permitted to or are required to by law or we have your consent to do so as required by law.

The Parish Council does not pass personal data to other organisations for marketing purposes without your consent.

Your personal information may be processed by an external service provider acting on our behalf to provide services.

Complying with data protection law we must;

- Use data lawfully, fairly and in a transparent way;
- Collected for valid purposes only and relevant for the purpose that we have told you about and limited to that purpose;
- Accurate and kept up to date;
- Only kept as long as necessary;
- Kept and destroyed securely.

Data we process for Councillors, Staff & Role Holders;

- Name, titles, and aliases, including photographs and contact details;
- Non- financial identifiers, i.e. passport, driving license, vehicle reg numbers, tax codes and national insurance numbers;
- Financial identifiers such as bank account numbers, policy numbers and claim numbers;
- Next of kin and emergency contact details;
- Recruitment / Employment and staff data;
- CCTV footage

The above information enables us to comply with legal obligations and make decisions about appointments, terms of work, contractual benefits including Pensions. Performance Management, salary reviews, grievance or disciplinary proceedings including sickness absence & making arrangements for the termination of our working relationship, education & training & development requirements. Dealing with disputes including accidents within the Council role and prevent fraud. Complying with Health & Safety obligations.
Equal opportunities and Councillors interests.

Sensitive Personal Data – High level Protection;

We may process sensitive personal data relating to councillors, staff and role holders including information about your physical or mental health or condition in order to monitor sick leave or take decisions on your fitness for work or to fulfil your role.

Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;

In order to comply with legal requirements and obligations to third parties.

This information has to have further justification for collecting and storing and is for us to carry out our legal obligations or where it is needed in the public interest or to assess working capacity on health grounds; subject to appropriate confidentiality safeguards.

Less commonly, we may process sensitive personal data where it is needed in relation to legal claims or where it is needed to protect your or someone else's interests and you are not capable of giving your consent or it is already been made public.

Information about criminal convictions, we will only collect this type of personal data if it is appropriate given the nature of the role and where we are legally able to do so. This information may be given to us through a recruitment process or whilst in post.

Email

Emails that we send to you or you send to us may be kept as a record of contact. We may also store your email address for future use. If we need to email sensitive or confidential information to you, we will check that we are using the correct email address and may use additional security measures. If you need to send us sensitive information, we recommend using the recorded postal service or by hand.

Your rights

You can ask us to stop processing your personal data in relation to any Parish Council service and a reply will be within 28 working days This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information we hold about you.

If you find that the information that the Parish Council holds about you is no longer accurate, you have the right to ask to have this corrected. We may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

How long do we keep personal data;

We will keep some records permanently if we are legally allowed to do so or for an extended period of time.
It is currently Best Practice for all Financial records to be kept for a minimum period of 8 years to support HMRC, audits or provide tax information.

Woodbury Parish Council is permitted to retain data in order to defend or pursue a claim. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority.

Queries and complaints
If you would like further information or have a complaint about any of the details in this notice, please contact us by email or post:

Email: clerk@woodburyparishcouncil.gov.uk

Write to:

The Data Controller,
Woodbury Parish Council,
Parish Council Offices,
Greenway,
Greenside,
Woodbury,
Devon EX5 1LP

Phone: 01395 233791

Further information can be found on;

East Devon District Council -
https://eastdevon.gov.uk/access-to-information/data-protection/

Information Commissioners Officer - https://ico.org.uk/

External links
Our website contains external links to third party sites. Our privacy notice applies only to information collected by or on behalf of the Parish, District or County Council. If you go to another website, you should read their privacy notice before you give them any personal details.

Changes to this Notice – We keep this Privacy Notice under regular review and we will place any updates on our website.

This Notice was agreed and adopted at the Full Council Meeting on 25th September 2023.