Woodbury Parish Council

(serving Exton, Woodbury and Woodbury Salterton)

GENERAL 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. This Privacy notice explains how we use your personal data and the ways in which we protect your privacy.

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data. Identification can be directly using data itself or by combining it with other information which helps to identify a living individual. 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 legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Woodbury Parish Council; 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.

Other data controllers Woodbury Parish Council works with:

- other data controllers, such as local authorities, central Government
- Community groups
- Charities
- Other not for profit entities
- Contractors)

We may need to share your personal data we hold with them so that they can carry out their responsibilities to Woodbury Parish Council. If we and the other data controllers listed above are processing your data jointly for the same purpose, then the council and the other data controllers may be "join data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purpose then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purpose is set out in this Privacy Notice.

Woodbury Parish 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 Woodbury Parish Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents;
- Where you pay for activities or services, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers or whereby we provide a grant;
- The personal data we process may include sensitive or other special categories or 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.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
    - 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
    - In order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
    - In limited circumstances, with your explicit written consent.
    - Where we need to carry out our legal obligations.
    - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Woodbury Parish Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purpose 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 purpose 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 for some or all of the following purposes:

- To deliver services including to understand your needs to provide the services that you request and to understand what we can do for your and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of 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;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interest of Woodbury Parish Council;
- To maintain our own accounts and records;
- To seek your view, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.
- To promote future funding schemes on behalf of Woodbury Parish Council or other authorities.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

Woodbury Parish 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 Woodbury Parish Council's statutory functions and powers.

Sometimes when exercising these duties and powers it is necessary to process your personal data of residents or people using Council services. We will always take into account your personal interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. For example, this would be processing your data in connection with the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent, We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom Woodbury Parish 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 we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers Woodbury Parish Council works with";
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g., in relation to facilities or events for the community.

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 some 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 provide tax information. Woodbury Parish Council is permitted to retain data in order 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 data only for as long as we need it. This means that we will delete it when it is no longer needed.

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 your identity before you can exercise these rights.

1. **The right to access personal data we hold on you**
    - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
    - There are no fees or charges for the first request but additional requested 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 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.
    - 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 for to comply with a legal obligation).

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 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, 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**
    - You can withdraw your consent easily by telephone, email or by 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 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

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.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new us prior to commencing the processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

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.

Changed to this notice

We keep this Privacy Notice under regular review and we will place any updated version on our website www.woodburyparishcouncil.gov.uk

This document was adopted 25th September 2023 and will be reviewed annually.

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
Woodbury Parish Council
Parish Council Offices, Greenside
Greenway
Woodbury
Devon EX5 1LP
Tel: 01395 233791

EMAIL: clerk@wooodburyparishcouncil.gov.uk