

Carlton Parish Council

General Privacy Policy

Personal data

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a 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.

Council information

This Privacy Policy is provided by Carlton Parish Council which is the data controller for your data. The Council’s contact details are at the end of this document.

What personal data is collected

Carlton Parish Council may collect personal data in the form of names, addresses, email addresses and telephone numbers.

The Council may take and hold photographs of volunteers carrying out project work.

The Council holds invoices, receipts, contracts, correspondence and cancelled cheques relating to the services provided by the Council.

The Council maintains statutory records.

The Council may communicate with individuals and organisations by telephone, letter or email.

The Council does not collect or process sensitive personal data or other special categories of data such as 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 sex life or sexual orientation.

The Council may hold sensitive personal data where it supports an individual in obtaining services from a third party, or in pursuing a complaint. In these circumstances the sensitive personal information will be provided by the data subject and used only in accordance with their instructions.

The Council may hold personal data where a complaint or claim for damages has been made against the Council.

The 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 purposes 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 purposes 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 public services including to understand your needs to provide the services that you request and to understand what we can do for you
- and inform you of other relevant services;
- To contact you by post, email, or telephone;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out 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 interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. 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. When exercising these powers or duties it is sometimes necessary to process personal data of residents or people 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 in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

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

Sharing your personal data

The Council will implement appropriate security measures to protect your personal data.

The Council will not share your personal data with anyone without your consent.

If you consent to the publication of a photograph, the image may be published in printed material and on the Parish Council website which may be accessed from anywhere in the world.

How long do we keep your personal data?

In general, we will keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

We will keep some records permanently if we are legally required to do so, or in connection with our statutory obligations as a public authority. We may keep some other records for an extended period of time, for example to support HMRC audits or provide tax information, or in order to defend or pursue claims or legal proceedings.

Your rights and 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.

You have the following rights with respect to your personal data:

- (i) The right to access personal data we hold on you;*
- (ii) The right to correct and update the personal data we hold on you;*
- (iii) The right to have your personal data erased;*
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only;*
- (v) The right to data portability;*
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained;*
- (vii) The right to lodge a complaint with the Information Commissioner's Office.*

You can contact the Information Commissioners 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

Personal data will not be transferred outside the UK without your consent.

Changes to this policy

This Privacy Policy will be reviewed from time to time, and updates will be published under Council Information on the Carlton Parish Council website.

Contact Details

If you have any questions about this Privacy Policy or the personal data we hold about you, or wish to exercise your rights, please contact C J Peat, Parish Clerk, 7 Main Street, Carlton, Nuneaton, Warks, CV13 0BZ [Tel 01455-290934 or email clerk@carltonpc.co.uk]

This policy was adopted by Carlton Parish Council on 14th March 2018