



Lanreath Parish Council

General Privacy Notice

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1. INTRODUCTION

This Notice outlines how Lanreath Parish Council will process your personal data and provides information on your rights with respect to your personal data.

2. YOUR PERSONAL DATA – WHAT IS IT?

‘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 directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if a separate list of the ID numbers provides the corresponding names to identify the staff in the first list then the first list will also be treated as 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 legislation relating to personal data and rights such as the Human Rights Act.

3. WHAT IS A DATA CONTROLLER?

A data controller determines the purposes for which and the manner in which personal data is processed. It can do this either on its own or jointly or in common with other organisations. This means that the data controller exercises overall control over the ‘why’ and the ‘how’ of a data processing activity.

4. WHO ARE WE?

This Privacy Notice is provided to you by the Lanreath Parish Council which is the data controller for your data.

5. THE LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA.

Lanreath Parish Council processes your personal information to meet our legal, statutory and contractual obligations and to provide you with information about events, news and issues. We will never collect any unnecessary personal data from you and do not process your information in any way, other than specified in this notice.

The council will comply with data protection law. This states 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; and
- 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 will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

6. OTHER DATA CONTROLLERS THE COUNCIL MAY WORK WITH:

- local authorities;
- 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 the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which means that 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 purposes 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.

7. WHAT PERSONAL DATA DOES THE COUNCIL PROCESS AND FOR WHAT PURPOSE IS IT USED?

The council will process some or all of the following personal data where necessary to perform its tasks:

Residents /local groups/shops /businesses that have asked to be kept informed or have submitted enquiries or feedback through the Parish Council website	Contractors and Suppliers	Employees, job applicants, councilors
<ul style="list-style-type: none"> • Name • Email Address • Tel number • Web Address • Postal Address 	<ul style="list-style-type: none"> • Name • Email Address • Tel number • Web Address • Postal Address • Bank Details • Vat Registration 	<ul style="list-style-type: none"> • Name • Date of Birth • Home Address • Personal/ Business Email • Home/ Work Tel Number • Mobile Tel Number • National Insurance Number • Photographs • Bank details

Where they are relevant to the services provided by the council, where the council is an employer, or where you provide them to us, we may also process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants.

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.

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

We collect information in the ways listed below:

- in person
- phone
- email
- online form
- employment cv's
- printed forms

8. WHAT DO WE USE YOUR PERSONAL DATA FOR?

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 confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- 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;
- 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 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 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; and
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

9. HOW DO WE USE SENSITIVE PERSONAL DATA?

We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- 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.

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.

10. 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.

11. SHARING YOUR PERSONAL DATA

This section 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 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 the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software; and
- 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.

We will not sell or rent your information to third parties and we will not share your information with third parties for marketing purposes.

12. 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. 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 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.

13. 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;
- 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 requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee;
- 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;
- 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);
- The right to object to processing of your personal data or to restrict it to certain purposes only; and
- 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.

14. 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.

You have the right to withdraw your consent at any time for the processing of data for which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

You have 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.

15. 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. [However, please note that the Lanreath Parish Council website is also accessible from overseas so on occasion some personal data, published on the website (for example in a newsletter) may be accessed from overseas].

16. 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 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.

17. LANREATH PARISH COUNCIL WEBSITE

In operating the Lanreath Parish Council website we may collect the following types of information: -

- (a) web analytic data;
- (b) cookies;
- (c) contact information and other personal information

When someone visits the website we may collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information will only be processed in a way which does not identify anyone.

Similarly, like many sites we reserve the option to collect information about online behaviour using cookies, which contain identification information that enables us to see how users are interacting with the site and how frequently they are returning. The cookies do not contain any information which enable you to be personally identified and are not combined with other information the Council holds to provide personally identifiable information.

Where we collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it. Only the information in (c) is Personal Data which falls within the provisions of the Data Protection Regulations. We may hold your Personal Data (such as name, e-mail address and other contact information) when you provide your name or return contact information via the website.

Your written consent will be sought before any of your personal information is published on the Lanreath Parish Council website this includes any personal information published in the community group pages and in the online parish newsletter 'Lanreath Lifestyle'.

Your consent may be withdrawn at any time by sending an e-mail or written request to the Data Controller (see contact details below) or via the website enquiries page.

17.1 TO WHOM WILL WE SUPPLY YOUR PERSONAL DATA OBTAINED VIA THE WEBSITE?

We will not disclose any data about traffic and usage of the site or about online behaviour using cookies with any third parties

We will not disclose personally identifying information.

It is not our policy to release (sell, trade, provide or rent) your information to other parties.

Where an individual provides personal information (such as name, e-mail, address and other contact information) to us via our website for whatever purpose (e.g. registration, survey, feedback etc.) that personal information will only be used for the purpose of communicating with you in relation to the matter raised or for any other purpose for which you have given your consent.

Specific personal information may be released but only where we are required to do so e.g., court order or for any of the Council's statutory purposes.

17.2 WILL YOUR PERSONAL INFORMATION BE SHARED FOR DIRECT MARKETING?

Any personal data obtained will not be used by us or other parties for direct marketing, except for the transmission of information contained and published within the website.

17.3 LINKS TO OTHER WEBSITES

This Privacy Policy only extends to the Lanreath Parish Council website and does not, therefore, extend to your use of, provision of data to and collection of data on any other website to which you may link by using the hypertext links within our website.

17.4 SECURITY

We take care to ensure the security of the Lanreath Parish Council website and your personal information. Any third party processing such information on the Council's behalf will be contractually obliged to put in place similar measures. However, you should consider any communication that you transmit to us (such as data, questions, answers, comments or suggestions) as non-confidential. The Council will not be liable if information that belongs to you is intercepted and used by an unintended recipient.

18. CHANGES TO THIS PRIVACY NOTICES

We may edit or amend this Privacy Notice from time to time. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent notice on the Home Page of the Lanreath Parish Council website <https://www.lanreathparishcouncil.co.uk/> .

19. 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,

Lanreath Parish Council,

2, Rectory Gardens

Lanreath

Looe

PL13 2TA

Email: clerk2lanreathpc@gmail.com

20. APPROVAL TO PUBLISH

This Privacy Notice was last updated and approved for publication by Lanreath Parish Council on 6th June 2020.