



# **DOGMERSFIELD PARISH COUNCIL**

## **Data Protection and Privacy Policy**

### **Your Personal Data – what is it?**

Personal data is any information about a living individual which allows them to be identified from that data alone or by combining it with other information. The processing of personal data is governed by the General Data Protection Regulation and other legislation relating to personal data and rights such as the Human Rights Act.

This Privacy Notice is provided to you by Dogmersfield Parish Council. Other data controllers the Council works with include:

- Other local authorities (e.g. Hart District Council, Hampshire County Council)
- Community groups
- Contractors
- Other not-for-profit entities
- Other organisations

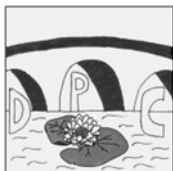
We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purpose, then the Council and the other data controllers may be 'joint data controllers'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

This Parish Council takes the protection of your data seriously. Our aim is to provide a personal and valuable service whilst safeguarding your privacy. Collecting some personal information is necessary and we have set out in this notice what we will do with your personal information.

### **Principles of GDPR**

Dogmersfield Parish Council complies with the principles of GDPR when handling personal data as follows:

- It will be processed lawfully, fairly and transparently;
- It will only be used for the specific purpose of which you are aware and not further processed without your permission;
- It will be relevant and limited to what is necessary for the specified purpose;
- It will be accurate and, where necessary, kept up-to-date;
- It will only be kept for as long as is necessary for that purpose and storage will be safe and secure;
- It will be kept and subsequently destroyed securely, and measures are in place to protect it from loss, misuse, unauthorised access and disclosure.



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### **Personal data we process**

The personal data which may be kept or processed by the Council, where necessary to perform its task, includes but is not confined to the following:

- Names, titles and aliases, photographs and images;
- Contact details such as telephone numbers, addresses and email addresses, social media addresses;
- Financial identifiers such as bank account numbers for contractors and suppliers;
- Demographic and background information on staff and members which may include gender, age, marital status, employment background and qualifications;
- Some sensitive personal data in relation to staff and members such as data relating to criminal convictions;
- Website data such as IP addresses.

### **How we use your personal data?**

The Parish Council processes your data for some of the following purposes:

- To deliver public services and maintain our facilities;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or social media;
- To maintain our own records and accounts;
- To process financial transactions;
- To ensure the proper use of public funds;
- To enable us to meet all our legal and statutory obligations and powers including any delegated functions;
- To manage our employees and volunteers;
- To recruit and employ staff and contractors;
- To inform you of news, events and activities within the parish.

### **The legal basis for processing your personal data**

The Council processes personal data under 3 legal bases:

- As a public authority the Council has certain powers and obligations. Most of your personal data is processed for compliance with legal obligations which includes carrying out the Council's statutory functions and powers.
- Contractual relationship: we may process personal data if it is necessary for the performance of a contract or during steps to enter into a contract.
- Consent: sometimes the use of your personal data requires your express consent and we will not use it until that consent has been granted.



# DOGMERSFIELD PARISH COUNCIL

## Data Protection and Privacy Policy

### Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent, unless it is for the purposes of criminal investigation or proceedings.

It should be noted that we may receive some personal data from other data controllers, eg. the electoral roll and planning applications. We will process that data in accordance with our policy.

### How long do we keep your personal data?

We will only retain personal data for as long as is deemed necessary. We are legally obliged to keep some records permanently and financial records for 7 years for tax purposes. When personal data is no longer needed it will be destroyed or deleted in a secure manner.

### Your rights and your personal data

Under GDPR you have the following rights with respect to your personal data:

- *The right to access personal data we hold on you*
  - At any point you can contact us to request a copy of the personal data Dogmersfield Parish Council holds on you. Once we have received your request we will respond within one month.
  - There are no fees or charges for the request although unfounded or excessive requests 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 it, 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 give a reason why it cannot be destroyed.
- *The right to object to processing of your personal data or to restrict its use*
  - You have the right to request that we stop processing your personal data or ask us to restrict processing.
  - Upon receipt of your request we will confirm whether we are able to comply or if we have a legal obligation to continue to process your data.
- *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 within one month, where it is feasible to do so.
- *The right to withdraw your consent at any time to the processing of your data*
  - You can withdraw the consent you previously gave us by contacting us by telephone, email or post (contact details below).



# DOGMERSFIELD PARISH COUNCIL

## Data Protection and Privacy Policy

- *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 its website email service <https://ico.org.uk/global/contact-us/email/> or by post to information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Please note: when exercising any of the rights listed above, we may require you to verify your identity for security purposes. In such cases we will need you to prove your identity before you can exercise these rights.

### Transfer of data abroad

All personal data will be placed on systems within the UK or European Economic Area. However, it should be noted that our website is accessible from overseas so on some occasions personal data may be accessed abroad.

### 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 separate notice explaining this new use prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

### Contact details

To exercise all relevant rights or if you have any questions about this Privacy Notice please contact:

Dogmersfield Parish Council  
60 Dukes Mead  
Fleet  
Hampshire  
GU51 4HE

Email: [clerk@dogmersfieldparish.co.uk](mailto:clerk@dogmersfieldparish.co.uk)

Telephone: 01252 409302