



General Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (e.g. a name, photograph, video, email address or home address). Identification can be directly using the data itself or by combining it with other information which helps identify a living individual (for example: a list of staff may contain ID numbers rather than staff names but if you use a separate list of those ID numbers which gives the corresponding names to identify the staff 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 (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 **Sandymoor Parish Council** which is the data controller for your data. Other data controllers the council works with:

- Local Authorities
- Community Groups
- Charities
- Other Not for Profit Entities
- Contractors
- Credit Reference Agencies

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 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, which to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly with the relevant data controller.

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

The 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 the 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 dependants.

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 to 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 or 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 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 data where it is needed in relation to legal claims, or where you have already made the information public.

What is the legal basis for processing your personal data?

The 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 the council's statutory functions and powers. Sometimes when exercising these powers or duties it is 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 Notice sets out your rights and the council's obligations to you.

We may process your 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

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 maintain our database software.
- 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 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 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:

- 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 that personal data from. There are no fees or charges for the first request but additional requests for the same personal data or requests that 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, incorrect or incomplete, 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 your 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: we need it to comply with a legal obligation).
- The right to object to processing of your personal 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.
- The right to data portability.
 - You have the right to request that we transfer some of your data to another controller.
- 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 emailing the clerk at clerk@sandymoorparishcouncil.gov.uk

When exercising any of these rights, 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 identity before you can exercise these rights. On receipt of such requests, we will make best efforts to respond within one month.

You have the right to lodge a complaint with the Information Commissioner's Office by telephone: 0303 123 1113, via email: <https://ico.org.uk/global/contact-us/email/> or post: the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Website Privacy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

What information do we collect on our website?

We may collect, store, and use the following kinds of personal data:

- information about your computer and about your visits to and use of the website (including your IP address, geographical location, browser type, referral source, length of visit and number or page views).
- any other information that you choose to send us.

Cookies

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the webserver to identify and track the web browser. Cookies can identify users, remember preferences, and help users' complete tasks without having to re-enter information when visiting multiple pages or returning to your site. This helps provide a more personalised and slick user experience.

As advised on the Pop-Up by using our website you are consenting to the use of cookies.

We may use both "session" cookies and "persistent" cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

We use google analytics to analyse the use of this website. Google analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. google will store this information. Google's privacy policy is available at www.weebly.com/uk/privacy

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.) This will, however, have a negative impact upon the usability of many websites.

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third-party websites.

Using your personal data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Policy Adopted:



19th Dec 2024

Signed and dated on behalf of Sandymoor Parish Council (Chair)



19th Dec 2024

Signed and dated by Sandymoor Parish Council Clerk

Appendix 1 – Change Log

Date Issued	Reason for Update
19 Dec 2024	Website section and personal rights section added, clerks' details updated and format changed to new branding.