



ST OSYTH PARISH COUNCIL

The Village Hall
Clacton Road
St. Osyth
Essex, CO16 8PE



Tel: 01255 821447 / 07384 572731

E-mail: clerk@stosyth.gov.uk

General Privacy Policy

31st October 2019

1. Your personal data – what is it?

- 1.1 "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.

2. Who are we?

- 2.1 This Privacy Notice is provided to you by St Osyth Parish Council, which is the data controller for your data.
- 2.2 St Osyth Parish Council is registered with the Information Office's Office under reference number: **Z2909612**

3. Other data controllers we work with:

- 3.1
- Essex County Council & Tendring District Council
 - Essex Police
 - community groups
 - charities
 - other not for profit entities
 - contractors
- 3.2 We may need to share your personal data we hold with them so that they can carry out their responsibilities to St Osyth 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 "joint 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.
- 3.3 A description of what personal data the Council processes and for what purpose is set out in this Privacy Notice.
- 3.4 St Osyth 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;

- c. where they are relevant to the services provided by the 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 dependants;
- d. financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- e. 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.

4. How we use sensitive personal data

- 4.1 Certain 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.
- 4.2 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

5. Compliance with data protection law

- 5.1 St Osyth Parish Council will comply with data protection law. This says that the personal data we hold about you must be:
 - a. used lawfully, fairly and in a transparent way;
 - b. collected only for valid purpose that we have clearly explained to you and not used in any way that is incompatible with those purposes;
 - c. relevant to the purposes we have told you about and limited only to those purposes;
 - d. accurate and kept up to date;
 - e. kept only as long as necessary for the purpose we have told you about;
 - f. 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.

6. Use of personal data

- 6.1 We use your personal data for some or all of the following purposes:
 - a. to deliver 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;
 - b. to confirm your identity to provide some services;
 - c. to contact you by post, email, telephone or using social media;
 - d. to prevent and detect fraud and corruption in the use of funds and where necessary for the law enforcement functions;
 - e. to enable us to meet all legal and statutory obligations and powers including any delegated functions;

- f. 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;
- g. to promote the interest of St Osyth Parish Council;
- h. to maintain our own accounts and records;
- i. to seek your view, opinions or comments;
- j. to notify you of changes to our facilities, services, events and staff, Councillors and other role holders;
- k. 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;
- l. to process relevant financial transactions including grants and payments for goods and services supplied to the Council;
- m. to allow the statistical analysis of data so we can plan the provision of services;
- n. to promote future funding schemes on behalf of other data controllers.

7. Processing of personal data

7.1 What is the legal basis for processing your personal data?

- a. St Osyth Parish Council has certain obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of St Osyth Parish Council statutory functions and powers;
- b. sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

8. Sharing your personal data

8.1 This section provides information about the third parties with whom St Osyth 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):

- a. the data controllers listed above under the heading "Other data controllers St Osyth Parish Council works with";
- b. 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.

9. How long do we keep your personal data?

9.1 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. St Osyth 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.

10. Your rights and your personal data

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

10.2 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.

- a. The right to access personal data we hold on you:
 - i. 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;
 - ii. 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
- b. The right to correct and update the personal data we hold on you:
 - i. if the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated
- c. The right to have your personal data erased:
 - i. 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;
 - ii. 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.
- d. The right to object to processing of your personal data or to restrict it to certain purposes only:
 - i. 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
- e. The right to data portability:
 - i. 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.
- f. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained:
 - i. you can withdraw your consent easily by telephone, email or by post (see contact details below).

g. The right to lodge a complaint with the Information Commissioner's Office:

i. you can contact the Information Commissioner's Office:

on 0303 123 1113

via email at <https://ico.org.uk/global.contact-us/email/>
or at

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

11. Transfer of Data Abroad

11.1 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.

12. Further processing

12.1 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 purpose and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing

13. Review of Notice

13.1 The Council shall keep this Privacy Notice under regular review and will place any updated information on its website: <http://www.stosyth.gov.uk>

13.2 This Notice was last updated in March 2019.

14. Contact Details

14.1 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:

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