

CHIRTON AND CONOCK PARISH COUNCIL - DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Chirton and Conock Parish Council (CCPC) is a data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

CCPC complies with its obligations under the "GDPR" by:

- keeping personal data up to date
- storing and destroying personal data securely
- not collecting or retaining excessive amounts of personal data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to perform our duties as a Parish Council
- To manage our employees and councillors
- To maintain our own accounts and records

4. What is the legal basis for processing your personal data?

We hold small amounts of personal data (correspondence, parish electoral roll, contact details of councillors, etc.). These details are held for "legitimate interest" purposes - we need names, addresses and email addresses to be able to correspond, or on a "legal obligation" basis – we have to keep records for payroll, electoral roll, etc., because of other legislation.

5. Sharing your personal data

Your personal data will be treated as confidential and will only be shared with other parties with consent or if we are obliged to do so because of other legislation.

6. How long do we keep your personal data?

We keep data in accordance with the guidance and regulations set by other bodies and we keep correspondence for up to 5 years. Specifically, we retain electoral roll data while it is still current. 7. Your rights and your personal data Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you. See the "Subject Access Request" on the web site.

- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent (if you have previously provided it) to the processing of your personal data at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

9. Contact Details

To exercise all relevant rights, queries, or complaints please in the first instance contact the Parish Council Data Protection Officer at DPO@chirtonandconock-pc.org.uk 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.

This Data Privacy Notice was originally approved and adopted by Chirton & Conock Parish Council at a full Council meeting held on 8th May 2018.

Revisited and re-adopted at a full Council meeting held on 8th December 2020

Revisited and re-adopted at a full Council meeting held on 17th May 2021

Revisited and re-adopted at a full Council meeting held on 14th June 2022

Revisited and re-adopted at a full Council meeting held on 16th May 2023

Revisited and re-adopted at a full Council meeting held on 14th May 2024

Signed: Chairman

P Radford-Howes