
#  **PINEWOOD**

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#  **PARISH**

**COUNCIL**

 **GENERAL DATA PRIVACY NOTICE**

1. **What is personal data?**

 Personal data relates to information on a living individual who can then be identified by that data. Identification can be by that data alone or in conjunction with any other information in the Data Controller’s possession or is likely to come into such possession.

 The processing of personal data is governed by the General Data Protection Regulation. The ‘GDPR.’ This replaces the Data Protection Act of 1998.

1. **The role of Pinewood Parish Council**

Pinewood Parish Council is the Data Controller of information it may hold. This means it may decide how any personal data it holds can be processed and for what purposes.

 Pinewood Parish Council is committed to protecting the privacy and security of any personal information it holds.

1. **How do we access personal data?**
2. Pinewood Parish Council has access to the Electoral Roll. Use of this data is already governed by Electoral Law.
3. You provide us with your personal data such as name, address, phone number, email address and/or name of organisation when you make contact with us.
4. A CCTV system is used to aid the security of Pinewood Community Hall, its car park and those who use it. The operation of this CCTV equipment may result in the image of a user of the premises being captured and retained on it.
5. **How do we process personal data?**

Pinewood Parish Council complies with its obligations under GDPR by keeping personal data up to date, by storing it securely, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Pinewood parish Council does not hold any sensitive personal data.

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

That we have your explicit consent so that we can keep you informed about news, parish and other events and activities.

There is no disclosure to a third party without consent unless to comply with legal obligations.

1. **Sharing personal data**

Personal data will always be treated as strictly confidential.
 I. It would only be shared with other members of the council for purposes connected with the council.

 II. It may be shared with an agent, e.g. for the distribution of a newsletter.

 III. It may need to be shared with a third party if you have asked us to pursue an issue
 on your behalf.

 **7.** **Your rights and personal data**

Unless subject to an exemption under GDPR you have the following rights with respect to your personal data:

1. The right to request a copy of any personal data which Pinewood Parish Council may hold on you.
2. The right to request that Pinewood Parish Council correct any personal data if it is found to be inaccurate or out of date.
3. The right to request that your personal data is deleted when it is no longer necessary for Pinewood Parish Council to retain such data. We will confirm to you when it has been deleted or the reason why it cannot be deleted. Eg for us to comply with a legal obligation.
4. The right to withdraw your consent to processing at any time. We will contact you to confirm this has been done or if we have a legal obligation to process your data.
5. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed upon further processing.
6. The right to object to the processing of personal data if you believe it is not being processed for the purpose it was collected.
7. The right to request data portability, that we transfer your data to another data controller. We will comply where feasible within one month of receiving your request.
8. The right to lodge a complaint with the Information Commissioner’s Office.
9. **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data 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 when necessary we will seek your prior consent to any new processing.

Contact Details: To exercise all relevant rights, queries or complaints in the first instance please contact The Parish Clerk, Email: pinewoodpc@ntlworld.com

The Information Commissioner’s Office can be contacted on 303 123 1113 or via e mail, <https://ico.org/global/contactus-/email/>

**Changes to this notice:** Pinewood Parish Council will keep this Privacy Notice under regular review and will place any updates on the Pinewood Parish Council Website.
This notice was produced in July 2018.

**GLOSSARY of terms**

"**Personal Data**" is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.

**“Data controller”** is the person or organisation who determines the how and what of data processing.

**“Data processor”** is the person or firm that processes the data on behalf of the controller.

**“Data subject”** is the person about whom personal data is processed.

**“Processing”** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.

**“Sensitive personal data or special categories of personal data”** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.