

GOODERSTONE PARISH COUNCIL

PRIVACY NOTICE 2019

Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, email address, phone number etc. Your personal data may be processed and stored to enable us to respond to your queries and to provide you with information, or to pay you if you are a supplier of services to the council.

Source of your personal data

We collect data from you directly, or from third party recommendation if you are a supplier.

Data protection principles

We will comply with data protection law. This says that personal data we hold about you must be:

Used lawfully, fairly and in a transparent way

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes

Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed

Accurate and, where necessary, kept up to date

Kept for no longer than is necessary

Kept secure

Legal basis for processing your personal data

The General Data Protection Regulation Article 6 sets out the legal basis for processing data. We will rely on one of the following (sometimes more than one will apply):

Processing is with the consent of the data subject

Processing is necessary for the performance of a contract

Processing is necessary for the purposes of the legitimate interest

Sharing your data

We may share your personal data with the following other 'third parties'

Our bank – for making payments to you

Our auditors

Other organisations and businesses who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions

These third parties will understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

Your rights

Here is a list of the rights that all individuals have under data protection laws. They do not apply in all circumstances. If you wish to use any of them, we will explain at that time if they are appropriate or not

The right to be **informed** about the processing of your personal information

The right to have your personal information **corrected if it is inaccurate** and to have incomplete personal information completed

The right to **object** to processing of your personal information

The right to **restrict processing** of your personal information

The right to **have your personal information erased** (the “right to be forgotten”)

The right to **request access** to your personal information and to obtain information about how we process it

The right to **move, copy or transfer** your personal information (“data portability”)

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner’s Office which enforces data protection laws: casework@ico.org.uk telephone 0303 123 1113

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely and delete all information deemed to be no longer necessary. We may update this page from time to time to reflect changes in the law and/or our privacy practices.

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