



## Coates Parish Council

### GENERAL PRIVACY NOTICE

#### **What is personal data?**

'Personal data' is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or postal address). From this data a living individual can be identified directly using the 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 ('GDPR') and other legislation relating to personal data and rights such as the Human Rights Act.

This Privacy Notice is provided to you by the Coates Parish Council which is a data controller for data that you share with it.

On occasions, we work with other data controllers the including:

- Gloucestershire County Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies
- Cotswold District Council
- Our specialist advisors such as auditors
- Gloucestershire Association of Parish and Town Councils
- Athena Web Design (our Website provider)

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 Coates Parish Council and the other data controllers may be 'joint data controllers' which mean we are all collectively responsible to you for your data.

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

### **What personal data do we process?**

Coates Parish Council will process some or all of the following personal data where necessary to perform its tasks and where relevant to the services that it provides:

- names, titles, and aliases, photographs;
- contact details such as telephone numbers, postal addresses, and email addresses;
- information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- 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.

### **Why do we process personal data?**

Coates Parish Council will process personal data for some or all of the following purposes:

- to deliver public 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;
- to confirm your identity to provide some services;
- to contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- to help us to build up a picture of how we are performing;
- to prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- to prevent direct marketing;
- to maintain the security of our systems;
- to enhance, modify or improve our services;
- to monitor usage trends;

- to determine the effectiveness of our work;
- to enable us to meet all legal and statutory obligations and powers including any delegated functions;
- 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;
- to promote the interests of Coates Parish Council;
- to maintain our own accounts and records;
- to seek your views, opinions or comments;
- to notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- 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;
- to process relevant financial transactions including grants and payments for goods and services supplied to the council;
- to allow the statistical analysis of data so we can plan the provision of services;
- to monitor sick leave and take decisions on your fitness for work;
- in the performance of a contract with you, or to take steps to enter into a contract;
- in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties;
- where it is needed in the public interest;
- where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public;
- to prevent and prosecute for crime through the use of CCTV.

#### **How do we process your personal data?**

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.

Coates Parish Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

Adopted at Parish Council meeting 1.11.21

- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- 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.

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

Coates Parish 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.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Who do we share your personal data?**

This section provides information about the third parties with whom Coates 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):

- the data controllers that we work with that are listed above;
- our agents, suppliers and contractors (for example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our Website);
- 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 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. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. Coates 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.

### **What rights do you have over your personal data?**

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

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.

1) 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 the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) 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 the 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 because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data 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.

5) The right to data portability

- 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.

6) 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 telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- 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.

**Do we transfer data abroad?**

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. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

#### **What do we do if we want to use your personal data for something else?**

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

#### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updated Notice on our Website ([www.coatesparish.org.uk](http://www.coatesparish.org.uk)). This Notice was last updated in January 2019.

#### **Contact Details**

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:

The Clerk, Coates Parish Council

Email: [clerk@coatesparish.org.uk](mailto:clerk@coatesparish.org.uk)