

HOOE PARISH COUNCIL

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PRIVACY POLICY

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1. Your Personal Data Information

The information you provide to the parish council will be processed and stored to enable the parish council to contact you and respond to your correspondence, provide information and / or access our facilities and services. Your personal information will not be shared or provided to any other party.

“Personal Data” is any information about a living individual which allows them to be identified from that data, for example a name, photographs, videos, email address or address. Identification can be directly using the data itself or combining it with other information which helps to identify a living individual.

The processing of personal data is governed by legislation including the General Data Protection Act 2018, other legislation relating to personal data and the Human Rights Act.

2. The Parish Council’s Right to Process Information

The parish council has rights to process information under the General Data Protection Regulations 2018, Article 6(1) (a) (b) and (e). This includes:

- Processing is with consent of the data subject
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

3. Compliance with Data Protection Law

The parish council will comply with data protection law. This states that the personal data the parish council hold about you must be:

- Used lawfully, fairly and in a transparent manner
- Collected only for valid purposes that the parish council have clearly explained to you and not used in any other way that is incompatible with those purposes
- Relevant to the purposes the parish council has informed you and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary
- Kept and destroyed securely including ensuring the appropriate technical and security measures are in place to protect your personal data, to protect personal data from loss, misuse, unauthorised access and disclosure
- Never disclose personal details without consent of the owner unless required to by law

4. How Long Do We Keep Your Personal Data

The parish council will keep some records indefinitely where the parish council is legally required to do so. Other records include:

- Financial records for a minimum of 6 years to support HMRC audits or provide tax information
- Legal obligations to retain some data in connection with the parish council's statutory obligations as a local council
- The parish council is permitted to retain data to defend or pursue claims, time limits of three years are imposed on personal injury claims and six years for contract claims
- Data is only kept for long as it is needed and is deleted when it is no longer required

5. Your Rights and Your Personal Data

Unless subject to an exemption under the General Data Protection Act 2018, you have the following rights in respect to your personal data:

- The right to request a copy of your personal data which Hooe Parish Council holds about you
- The right to request that Hooe Parish Council corrects 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 Hooe Parish Council to retain such data
- The right to withdraw your consent to the processing 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. This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means
- The right where there is a dispute in relation to the accuracy or the 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), This only applies where processing is based on legitimate interests (or the performance of a task in the public interest / exercise of official authority); direct marketing and processing for the purposes of scientific / historical research and statistics
- The right to lodge a complaint with the Information Commissioners Office

6. Access to Your Personal Information

Individuals can find out if the parish council holds any personal information by making a 'subject access request' under the General Data Protection Regulations 2018. If the parish council does hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information in an intelligible form

Please make any such requests in writing via the parish council's email address at clerk@hooe-pc.gov.uk . The parish council will normally respond within 20 days.

7. Information Security

Hooe Parish Council has a duty to ensure the security of personal data. The parish council will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosures.

Please contact the clerk for any further information on clerk@hooe-pc.gov.uk

Right to lodge a complaint with the Information Commissioner's Office

- You can contact the Information Commissioner's Office on 0303 123 1113 or via email on <https://ico.org.uk/global/contact-us/email> or to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF