**General Privacy Notice**

**Your personal data – what is it**

“Personal Data” is any information about a living individual which allows them to be identified from that data (e.g. Name, photographs, videos, email address or address) Identification can be directly using the data itself or by combining it with other information which helps identify a living individual (e.g. a list of staff may contain personal ID numbers rather than names but numbers may be given to corresponding names to identify staff in the first list then the first list will also be treated as personal data) The processing of personal data is governed by legislation relating to personal data which applies in the UK including the General Data Protection Regulation (“GDRP”) and other legislation relating to personal data and rights such as the Human Rights Act.

The Privacy Notice is provided to you by Skellingthorpe Parish Council which is the data controller for their relevant data.

**Other data controllers the Council works with**

* **Local Authorities**
* **Community groups**
* **Charities**
* **Other not for profit entities**
* **Contractors**

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 other data controllers listed above are processing your data jointly for the same purposes, then the council and other data controllers may be joint data controllers, which means we are collectively responsible for your data. Where each of the parties listed above are processing your data for their independent purposes then each of us will be independently responsible to you and if you have any questions or wish to exercise your rights or wish to raise a complaint, you should do so directly to the relevant data controller.

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

The council may process some or all of the following personal data where necessary to perform its tasks.

* Names, titles aliases and photographs
* Contact details such as telephone numbers, addresses or email addresses where they are relevant to the service provided by the council or where you have provided them to us.
* Where you pay for activities or services, such as bank account numbers

**The 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.
* Relevant to the purpose we have told you about and limited only to that purpose
* Accurate and kept up to date
* Kept only as long as necessary for the purpose 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.

**We may use your personal data for some of the following purposes:**

* To deliver public services including understanding your needs to provide the services that you request and to understand what we can do for you and inform you of any relevant services.
* To confirm your identity to provide some services.
* To contact you be telephone, post, email or by using social media.
* 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 and 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 interest of the council.
* To maintain our own accounts and records.
* To seek your views, opinions and comments.
* To send out communications that you have requested from us.
* To process relevant financial transactions including payments for goods and services supplied by the council.
* To allow the statistical analysis of data so that we can plan for the provision of services.

Our processing may also include the use of the CCV systems for the prevention and prosecution of crime.

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

The council is a public authority and has certain powers and obligations. Most of your personal data is processed with a legal obligation which includes the discharge of the council’s statutory functions and powers. Sometimes when exercising these powers of duties, it is necessary to process personal data of residents or people within 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.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. Sometimes the use of your personal data requires your consent, we will first obtain your consent to that use.

**Sharing your personal data**

This section provides information about third parties with whom the 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 listed above under the heading “other data controllers the council works with”
* Our agents, suppliers and contractors. For example we may ask a commercial provider to publish or distribute leaflets or newsletters on our behalf or to maintain our database software.
* On occasions, 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. W may keep some other records for an extended period of time. E.g. it is currently best practice to keep financial records for a minimum of 8 years to support HMRC audits or provided tax information.

We may have legal obligations to retain some data in order to defend or pursue claims. In come cases the law imposes a time limit for such claims (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 we will delete it when it is no longer required.

**Your rights and your personal data**

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

When excising 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 you will need to respond to verify your identity for security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

**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 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, which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

**The right to have your personal data be 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 it to comply with a legal obligation)

**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 to restrict us 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 processing your data.

**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.

**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 letter

**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**](https://ico.org.uk/global/contact-us/email)**. Or at the Information Commissioners Office Wycliffe House, Water Lane Wilmslow, Cheshire. SK9 5AF**

**Further processing**

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 the new use proper to commencing processing and setting out the relevant purpose and processing conditions. Where and whenever necessary, we will seek your prior consent to the processing.

**Contact details**

Please contact us with any questions on the personal date we may hold on you at

Parish Clerks Skellingthorpe Parish Council, Lincoln Road, Skellingthorpe LN6 5UT or 01522 683061 or parish.clerk@skellingthorpe.org .uk