

PRIVACY NOTICE

The data controller is Stanion Parish Council ("the Council"). This privacy notice explains how we use any personal data we collect about you when we are providing services to you.

1. The personal information you supply to us may be used in a number of ways, for example:

- to communicate with you in connection with matters related to the Council's functions and operation;
- to provide the services requested under an agreement with you;
- for analytical or statistical processes;
- to assist in the development or improvement of service delivery;
- management or investigation of complaints and concerns;
- to inform you of important information relating to the Council or its services; and
- to monitor compliance with the Council's statutory obligations.

2. Your information is processed in order to fulfil the terms of our agreement with you but in some instances your information may be processed as required by law to comply with legal obligations placed upon the Council or in the exercise of official authority vested in the Council.

3. Some special category personal data (sensitive personal data) may be held or processed under our agreement or where required by law.

4. We may share some or all of the information we hold about you with other organisations as permitted under your agreement with you or as required by law these may include:

- in relation to employees - past present or future employers or other organisations to whom you provide or have provided services;
- other local authority organisations including Borough and County councils
- other statutory agencies such as fire, ambulance or police services

We may also process personal data relating to you which we receive from these and other organisations in the ways stated in 1 above and for the lawful purposes stated in 2 above.

5. We keep your personal data for no longer than reasonably necessary. The period of retention will be determined in accordance with the Council's Records Retention Policy.

6. Your rights and your personal data

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

- The right to request a copy of your personal data which the Council holds about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;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 us to retain such data;
- The right to withdraw your consent to the processing at any time (But - only if consent is relied upon as a processing condition);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (But - this only applies where processing is based on legitimate interests (or the performance

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- 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.

7. We do not undertake any automated decision making in relation to your personal information.

8. Data storage and backup – your personal data is stored in electronic format within the EU in password protected computer programs. Access to the information is restricted to persons who have a need to have access. Information may be backed up in encrypted form to servers out with the EU but only where the organisations are GDPR compliant.

Adopted by Stanion Parish Council (Date)

Chairman