

Preston Bissett Parish Council

DATA PRIVACY NOTICE

Last reviewed by Council **Sept 2024**
Next Review May 2026

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Preston Bissett Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Preston Bissett Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To fundraise and promote the interests of the Council;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services that affect Preston Bissett;

4. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the parish with your consent.

5. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data:

- To keep you informed of news, events, activities and services that affect Preston Bissett
- To retain electoral roll data while it is still current

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 Preston Bissett Parish Council holds about you;
- The right to request that the Preston Bissett 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 Preston Bissett 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)
- 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
- The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk at prestonbissettparishcouncil@outlook.com

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.