



BARDSEY CUM RIGTON PARISH COUNCIL

PRIVACY NOTICE

Bardsey cum Rigton Parish Council ('the Council') regards your privacy as important, and complies with the **General Data Protection Regulation (GDPR) introduced on 25th May 2018**. The Council is the Data Controller, and stores and processes that data in a lawful and secure way. The Council is registered with the Data Commissioner's Office as a Data Controller.

The information you provide about yourself (personal information such as name, address, email address, phone number) may be given to us in hard copy or electronic form, by correspondence, telephone, email or to a Parish Councillor, officer or agent of the Council.

It is processed and stored so that it is possible to contact you and respond to your correspondence, give advice, provide information, and administer the services the Council provides. Our lawful basis for processing your data is that we have a legitimate interest in providing the services our residents expect. This notice explains how we use and share your information.

The Council does not collect, store or process sensitive personal information. The Council will not record personal information relating to a child (under 13 years) without the express permission of a parent or guardian. The Council does not store or transfer your personal data outside the UK.

OUR RIGHT TO PROCESS INFORMATION

We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- processing is with consent of the data subject, or
- processing is necessary for compliance with a legal obligation, or
- 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 Data Controller.

HOW WE USE YOUR INFORMATION

The Council will only use personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary.

All Parish Councillors, employees and contractors who have access to your personal data and are associated with the handling of that data are obliged to respect its confidentiality. All your communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase or correct that information upon request. Please see our contact details below.

We may process your information for the following purposes:

- to communicate with you, and provide services appropriate to your needs.
- to ensure that we meet our legal obligations.
- to allow statistical analysis in planning the provision of services.
- to process relevant financial transactions, including grants, and payments for goods and services supplied to the Council.
- to protect individuals from harm or injury.
- to contribute to law enforcement if required.
- to prevent and detect fraud or crime.

INFORMATION SHARING

We may need to pass your information to other people and organisations involved in dealing with matters about which you approach us. These providers are obliged to keep your details securely and use them only to fulfil your request. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the GDPR.

We may disclose information when necessary to prevent risk of harm to an individual, or where it is a legal requirement to do so.

Your personal information will not be shared with any other third party without your prior consent.

INFORMATION SECURITY

The Council endeavours to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant procedures.

We will only keep your data for the purpose for which it was collected, and only for as long as is necessary, after which it will be deleted or shredded.

YOUR RIGHTS

Access to Information

You have the right to request access to the information we hold about you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

Correction and Updating

If the information we hold about you is no longer accurate, you have the right to require us to update and correct it.

Information Deletion

You have the right to require the Council to delete the information about you which it holds.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you have the right to object.

Rights Relating to Automated Decision Making and Profiling

The Council does not use automated decision making or profiling of personal data.

IN SUMMARY

In accordance with the law, the Council collects the minimum personal data about you that is necessary for correspondence, information and service provision. We do not collect sensitive personal information. We do not use profiling or decision making algorithms. We do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our privacy policy at least annually to ensure it continues to adequately protect your data.

COMPLAINTS

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

CONTACTING THE COUNCIL

If you need to contact Bardsey cum Rigton Parish Council, please use the contact details below:

CONTACT DETAILS

Contact: Mrs June Gallant, Clerk to the Parish Council
Email: bardseycouncil@gmail.com
Telephone: 01937 573365
Address: Bardsey Parish Council, 21 Rose Croft, East Keswick,
Leeds, LS17 9HR