

DATA PRIVACY NOTICE

SCARISBRICK PARISH COUNCIL

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") and other legislation relating to personal data and rights such as the Human Rights Act.

2. **Who are we?**

Scarisbrick 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?**

Scarisbrick 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, unauthorised disclosure, and by ensuring that appropriate measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a service for the benefit of the residents of Scarisbrick.
- To administer Parish Council records.
- To promote the interests of the Parish Council.
- To manage our employees and volunteers.
- To maintain our own accounts and records.
- To inform you of events, activities within the Parish.

4. **What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, and services within the Parish.
- Processing is carried out by a not-for-profit body provided that:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. **Sharing your personal data**

This section provides information about the 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 are solely responsible to you 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 bodies (but only where necessary):

- Other data controllers the council works with including:
 - Local Authorities
 - Community groups
 - Charities
 - Contractors

- Our agents, suppliers, and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf.
- On occasion, 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.

Your personal data will always be treated as strictly confidential and will only be shared with other members of the parish for purposes connected with the parish. We will only share your data with other third parties outside of the parish with your consent.

6. How long do we retain your personal data?

We retain data in accordance with our document retention policy which is available on the Scarisbrick Today website.

7. 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 Scarisbrick Parish Council holds about you.
- The right to request that Scarisbrick 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 Scarisbrick 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) [*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 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) [*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.

8. 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.

9. Contact Details

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