

Highnam Parish Council

Data Privacy Policy

1. Who are we?

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

2. 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").

3. How do we process your personal data?

Highnam 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 administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records
- To inform you of news, events, and activities in 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, and activities

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

Processing is carried out ensuring there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data is treated as strictly confidential. We never share your data with third parties within or outside of the parish without your consent.

6. Highnam Parish Council website

When someone visits this HPC website, we or the website administrators use a third party service, such as Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We and they do this to find out things such as the number of visitors to the various parts of the site. This information is processed by us in a way which does not identify any individual. If we did want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

We use a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

This privacy policy does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

The HPC website uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

We collect contact details via the web site for the purposes of providing a service to existing and potential correspondents and residents. We will never disclose personal details without the consent of the owner unless required to do so by law.

7. How long do we keep your personal data?

We retain electoral roll data whilst it is still current; financial records and associated paperwork for up to 6 years after the calendar year to which they relate; and Parish Council minutes permanently.

8. 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 the personal data which Highnam Parish Council holds on you.
- The right to request that Highnam 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 the Highnam 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)
- 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)
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

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

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Richard Hicks, Parish Clerk to Highnam Parish Council – via e-mail at highnampc@highnambband.co.uk or by telephone on 01452 304500 or by post to Parish Office, Old School, Newent Road, Highnam, GL2 8DG

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.