

# Catshill & North Marlbrook Parish Council

## Privacy Policy

### **1. Personal data - definition**

- 1.1. "Personal data" is any information about a living individual which allows them to be identified from that data e.g. a name, photographs, videos, email address or postal address. Identification can be by the personal data alone or in conjunction with any other data. The processing of personal data is governed by legislation which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

### **2. Council Information**

- 2.1. This Privacy Policy is for Catshill & North Marlbrook Parish Council.
- 2.2. The website address for the Council is <http://www.catshillandnorthmarlbrook-pc.gov.uk/>
- 2.3. The postal address for the Council is Catshill Village Hall, Golden Cross Lane, Catshill, BROMSGROVE, Worcestershire B61 0JZ

### **3. Data controllers**

- 3.1. The data controller for the Parish Council will be the clerk or somebody appointed by the Council to carry out this function.

### **4. Personal data collected**

- 4.1. Names, titles, and aliases, photographs.
- 4.2. Contact details such as telephone numbers, addresses, and email addresses.
- 4.3. Where they are relevant to the services provided by The Council demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications.
- 4.4. Where payments are made, financial identifiers such as bank account numbers payment/transaction identifiers, policy numbers.

### **5. Website data**

- 5.1. Information from synching with other software or services
- 5.2. Interaction with social media and access to social media profiles

### **6. Information collected automatically from use of the Council web site**

- 6.1. Device information
- 6.2. Log information
- 6.3. Location information
- 6.4. Site visited before arriving
- 6.5. Browser type and or OS
- 6.6. Interaction with email messages

### **7. Information from other sources**

- 7.1. Referral or recommendation programmes
- 7.2. Publicly accessible sources

### **8. Information from cookies or similar technologies**

- 8.1. Essential login/authentication or navigation
- 8.2. Functionality – remember settings
- 8.3. Performance & Analytics – user behaviour
- 8.4. Any third party software served on users

### **9. Nature of any outbound communications with website users**

- 9.1. Email

## **10. Data protection law**

- 10.1. The council will comply with data protection law.
- 10.2. The personal data held will be:
  - 10.2.1. Used lawfully, fairly and in a transparent way.
  - 10.2.2. Collected only for valid purposes that will be clearly explained and not used in any way that is incompatible with those purposes.
  - 10.2.3. Relevant to the purposes stated and limited only to those purposes.
  - 10.2.4. Accurate and kept up to date.
  - 10.2.5. Kept only as long as necessary for the purposes stated.
  - 10.2.6. Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data and to protect personal data from loss, misuse, unauthorised access and disclosure.

## **11. Use of personal data**

- 11.1. Personal data will be used for some or all of the following purposes:
  - 11.1.1. To deliver public services including understanding needs to provide the services requested and to understand what can be delivered.
  - 11.1.2. To confirm identity where necessary.
  - 11.1.3. To contact by post, email, telephone or using social media
  - 11.1.4. To help The Council evaluate performance.
  - 11.1.5. To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
  - 11.1.6. To enable all legal and statutory obligations and powers to be met including any delegated functions.
  - 11.1.7. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
  - 11.1.8. To promote the interests of The Council.
  - 11.1.9. To maintain accounts and records.
  - 11.1.10. To seek views, opinions or comments;
  - 11.1.11. To notify of changes to facilities, services, events and staff, councillors and role holders.
  - 11.1.12. To send communications requested and that may be of interest to individuals. These may include information about campaigns, appeals, projects or initiatives.
  - 11.1.13. To process relevant financial transactions including grants and payments for goods and services supplied to the Council
  - 11.1.14. To allow the statistical analysis of data for planning the provision of services.

## **12. The legal basis for processing your personal data.**

- 12.1. The Council is a public authority and has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. When exercising these powers or duties it is sometime's necessary to process personal data of residents or people using the Council's services. Individual interests and rights will be taken into account. This Privacy Policy sets out the rights of individuals and the Council's obligations.
- 12.2. Personal data may also be processed if it is necessary for the performance of a contractor to take steps to enter into a contract.
- 12.3. Where use of personal data requires your consent. This will first be obtained before use.

### **13. Sharing personal data**

- 13.1. The Council will implement appropriate security measures to protect personal data.
- 13.2. Where the council shares personal data with third parties, they also have an obligation to put in place appropriate security measures and will be responsible for the manner in which they process and protect personal data.
- 13.3. It is likely that The Council will need to share data with some or all of the following organisations but only where necessary:
  - 13.3.1. Agents, suppliers and contractors.
  - 13.3.2. Other local authorities or not for profit bodies where joint ventures are being carried out.

### **14. Retention of personal data?**

- 14.1. Some records will be retained permanently if are legally required to do so.
- 14.2. Other records may be kept for an extended period of time.
- 14.3. Financial records will be retained for a minimum period of 8 years to support HMRC audits or provide tax information.
- 14.4. Some data may be retained in connection with our statutory obligations as a public authority.
- 14.5. The Council is permitted to retain data in order to defend or pursue claims. Where time limits are imposed (e.g. 3 years for personal injury claims or 6 years for contract claims), data will be retained for this purpose as long as necessary to be able to defend or pursue a claim.
- 14.6. In general, data will only be retained for as long as necessary and it will be deleted when no longer required.

### **15. Individual rights and personal data**

- 15.1. Individuals have the following rights with respect to personal data:
  - 15.1.1. The right to access personal data held.
  - 15.1.2. The right to correct and update the personal data held.
  - 15.1.3. The right to have personal data erased.
  - 15.1.4. The right to object to processing personal data or to restrict it to certain purposes only
  - 15.1.5. The right to data portability
  - 15.1.6. The right to withdraw consent to the processing at any time for any processing of data to which consent was obtained.
  - 15.1.7. The right to lodge a complaint with the Information Commissioner's Office.

### **16. Transfer of Data Abroad**

- 16.1. Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

### **17. Further processing**

- 17.1. If The Council wishes to use personal data for a new purpose, not covered by this Privacy Policy, then a Privacy Notice will be issued explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, prior consent to the new processing will be obtained.

### **18. Changes to this policy**

- 18.1. This Privacy Policy will be kept under regular review (maximum 12 months) and any updates will be displayed on the Council's web site.
- 18.2. This Policy was last updated on the date stated below.

### **19. Contact Details**

20. Any questions should be addressed to the clerk who can be contacted at the address stated above or via the following email address: [parishclerk@catshillandnorthmarlbrook-pc.gov.uk](mailto:parishclerk@catshillandnorthmarlbrook-pc.gov.uk)

This policy was last updated on 09/06/2021 11:33:00 To be reviewed : May 2022