

## PRIVACY NOTICE

### **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 (GDPR) (EU May 25<sup>th</sup> 2018).

### **Who are we?**

Harwell Parish Council is the data controller. This means it decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

Harwell 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 public services
- To administer records
- To manage our employees and councillors
- To maintain our own accounts and records including financial records
- To inform you of news, events and activities of the parish council

### **Website and social media**

The council website uses cookies and includes this notice –

This website uses cookies - small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at [the About Cookies website](#) which offers guidance for all modern browsers

Plus does PC website need a disclaimer about outside links? (eg This policy only applies to the Harwell Parish Council website). Plus, is anything needed to cover facebook posts?

### **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
- Compliance with legal obligation: The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. The council will always take into account your interests and rights
- Contractual necessity: The council may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- Vital interests: It is possible to process personal information to protect an individual without their consent e.g. in a life or death situation where emergency contact information is needed
- Public Interest: When the Parish Council is acting in the public interest, personal data may be processed if it is necessary to undertake the tasks.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the committee in order to carry out a service or for purposes connected with the council. We will only share your data with third parties outside of the parish with your written consent.

### **How long do we keep your personal data?**

We keep data in accordance with best practice, for example seven years for financial data. For employees it will be for the duration of employment; however PAYE records will be retained for seven years after they have left employment. For councillors it will be for the period of service as a councillor.

### **Your rights and your personal data**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data;

- The right to request a copy of your personal data which Harwell Parish Council holds about you
- The right to request that Harwell 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 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

**Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Clerk to the Parish Council via email [clerk@harwellparish.co.uk](mailto:clerk@harwellparish.co.uk)

You can contact the Information Commissioners Office on 0303 123 1113, 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.