

Adstock Parish Council

Privacy Policy and Notice

Adstock Parish Council (APC) is committed to protecting the privacy of the people with whom it deals. This Privacy Notice will help you understand how it collects, processes, shares, stores and protects your personal data during and after your relationship with Adstock Parish Council, in accordance with the General Data Protection Regulation (GDPR). This Privacy Notice applies to all current and former village residents, employees and councillors of, and volunteers, suppliers and contractors to, Adstock Parish Council and other people establishing a relationship with Adstock Parish Council. It is non-contractual and may be revised at any time.

It is important that the personal data Adstock Parish Council holds about you is accurate and current. Please keep APC informed if your personal data changes during your relationship with it.

WHAT TYPE OF INFORMATION WE HAVE

The personal data that Adstock Parish Council holds has been provided to it by you, your representatives or a third party and may be collected by letter, email, face to face, or telephone. Adstock Parish Council is a data controller which means it is responsible for deciding how it holds and use personal data. On occasion and where governed by necessary safeguards, it processes data (as described below) jointly with other appropriate bodies. We have delegated day to day responsibility for data protection issues to the Parish Clerk (details at the end of this Policy). Adstock Parish Council currently collects, stores and processes the following types of information:

- Contact details such as name, address, email address, phone number, organisation to allow it to correspond with you;
- Photos or videos;
- Financial data such as details of your bank accounts if you are a supplier;
- Transaction data; and
- Any relevant personal data that we legitimately need to provide you with our services or to deal with you as a supplier.

WHAT WE USE YOUR DATA FOR AND THE LAWFUL BASIS FOR PROCESSING IT

Adstock Parish Council will only use your personal data for the purposes for which it collected it which include the following:

- to manage your relationship with it;
- to register you as a new supplier;
- to carry out Adstock Parish Council administration, including in respect of our management of the Adstock Playing field;
- to maintain its own accounts and records to process financial transactions including grants or payments involving Adstock Parish Council or where Adstock Parish Council is acting on behalf of other government bodies e.g. Buckinghamshire County Council;
- to ensure Adstock Parish Council meets its legal or regulatory requirements (such as publication of information in accordance with the Government's Transparency Code for Smaller Authorities);
- to promote the interests of Adstock Parish Council;
- to seek your views, opinions or comments;

- to notify you of changes to our facilities, services, events and staff, councillors and role holders;
- to send you communications which you have requested and that may be of interest to you. These may include information about local initiatives, planning applications or consultations or proposed new projects; and
- as are necessary for our legitimate interests (which are the interests of Adstock Parish Council in conducting and managing affairs to enable us to give you the best service, or as otherwise may be required or permitted by law) and our duties as a public body or as are necessary for us to fulfil contractual obligations.

Please note that Adstock Parish Council may process your personal information without your knowledge or consent in compliance with the above rules. It will not, without your consent, use your personal data for any other unrelated purpose which is not relevant to the carrying out of its services as a parish council and it does not use data for marketing or profiling purposes.

WHO WE SHARE YOUR DATA WITH

Where necessary Adstock Parish Council may share your data with third parties for the purposes set out above. These include its accountants/auditors or other governmental or regulatory bodies or agencies (such as HMRC or the Police). It requires those third parties to keep your personal information confidential and secure, and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been provided in accordance with Adstock Parish Council's instructions.

HOW WE STORE YOUR DATA

The personal information Adstock Parish Council collects is stored either in hardcopy paper form or electronic format. It has put in place reasonably appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. It limits access to your personal data to those councillors, clerks, and other third parties who have a need to know for the purposes specified above.

HOW LONG WE KEEP YOUR DATA

Adstock Parish Council will keep your personal data for as long as reasonably necessary to fulfil the purposes for which it collected it, including for satisfying any legal, regulatory, tax, accounting or reporting requirements and in accordance with our Document Retention Policy (available on request). It may retain your personal data for a longer period in the event of a complaint or if it reasonably believes there is a prospect of litigation in respect of its relationship with you. In some circumstances you can ask us to delete your data (see below).

HOW YOUR DATA IS DISPOSED OF

Adstock Parish Council will dispose of your data by shredding hardcopies and/or securely deleting data from our IT systems in accordance with our Document Retention Policy.

MAKING INFORMATION AVAILABLE

All formal meetings of Adstock Parish Council are subject to statutory notice being given on notice boards and on the village website. All formal meetings are open to the public and reports of those meetings and relevant background papers are available for the public to see. It welcomes public participation and has an open forum session at each parish council meeting.

Occasionally, Adstock Parish Council may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- the right to be informed about the collection and use of your personal data;
- the right to ask Adstock Parish Council for copies of your personal information;
- the right to ask Adstock Parish Council to rectify information you think is inaccurate. You also have the right to ask Adstock Parish Council to complete information you think is incomplete;
- the right to ask Adstock Parish Council to delete your personal information in certain circumstances;
- the right to ask Adstock Parish Council to restrict the processing of your information in certain circumstances;
- the right to object to the processing of your personal data in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, Adstock Parish Council has one month to respond to you.

CHANGES TO THIS POLICY

Adstock Parish Council will keep this Privacy Policy and Notice under regular review and it will place any updates on this web page www.adstockvillage.info

This Policy and Notice was last updated in April 2019.

HOW TO COMPLAIN

If you are not satisfied with how Adstock Parish Council is processing your personal information, you are entitled to make a complaint. In the first instance APC would appreciate the opportunity to respond to your concerns directly and it can be contacted at:

Adstock Parish Council

Parish Clerk: Mrs Ruth Millard, 32 Campbell Close, Linden Village, Buckingham, MK18 7HP

Tel 01280 814739 email clerk@adstockvillage.info

However you can also complain to the Information Commissioner's Office if you are unhappy with how Adstock Parish Council has used your data: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

www.ico.org.uk

Helpline number: 0303 123 1113