

# Weedon Parish Council

## Privacy Policy and Notice

Weedon Parish Council is committed to protecting the privacy of the people with whom it deals. This Privacy Notice will help you understand how we collect, process, share, store and protect your personal data during and after your relationship with us, 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, Weedon Parish Council and other people establishing a relationship with Weedon Parish Council. It is non-contractual and may be revised at any time.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### WHAT TYPE OF INFORMATION WE HAVE

The personal data that we hold has been provided to us by you, your representatives or a third party and may be collected by letter, email, face to face, or telephone. Weedon Parish Council is a data controller which means we are responsible for deciding how we hold and use personal data. On occasion, and where governed by necessary safeguards, we process 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). We currently collect, store and process the following types of information:

- Contact details such as name, address, email address, phone number, organisation to allow us 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

We will only use your personal data for the purposes for which we collected it which include the following:

- to manage your relationship with us;
- to register you as a new supplier;
- to carry out Weedon Parish Council administration, including in respect of our management of the Weedon Chapel Graveyard;
- to maintain our own accounts and records to process financial transactions including grants or payments involving Weedon Parish Council or where Weedon Parish Council is acting on behalf of other government bodies e.g. Buckinghamshire County Council;

- to ensure Weedon 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 Weedon Parish Council;
- to seek your views, opinions or comments;
- to notify you of changes to our facilities, services, events and staff, councilors 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 Weedon 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 we may process your personal information without your knowledge or consent in compliance with the above rules. We will not, without your consent, use your personal data for any other unrelated purpose which is not relevant to the carrying out of our services as a parish council and we do not use data for marketing or profiling purposes.

#### **WHO WE SHARE YOUR DATA WITH**

Where necessary we may share your data with third parties for the purposes set out above. These include our accountants/auditors or other governmental or regulatory bodies or agencies (such as HMRC or the Police). We require 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 our instructions.

#### **HOW WE STORE YOUR DATA**

The personal information we collect is stored either in hardcopy paper form or electronic format. We have 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. We limit access to your personal data to those councilors, clerks, and other third parties who have a need to know for the purposes specified above.

#### **HOW LONG WE KEEP YOUR DATA**

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

#### **HOW WE DISPOSE OF YOUR DATA**

We 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 Weedon 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. We welcome public participation and we have an open forum session at each parish council meeting.

Occasionally, Weedon 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 us for copies of your personal information;
- the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- the right to ask us to delete your personal information in certain circumstances;
- the right to ask us 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, we have one month to respond to you.

## **CHANGES TO THIS POLICY**

We keep this Privacy Policy and Notice under regular review and we will place any updates on this web page [www.weedonbucks.org.uk](http://www.weedonbucks.org.uk). This Policy and Notice was last updated in January 2019.

## **HOW TO COMPLAIN**

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

Weedon Parish Council

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

Tel 01280 814739 email [parishclerk@weedonbucks.org.uk](mailto:parishclerk@weedonbucks.org.uk)

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

[www.ico.org.uk](http://www.ico.org.uk)

Helpline number: 0303 123 1113