

# **DATA PRIVACY NOTICE**

## **The Parish Council of Thornhaugh**

### **1. Your personal data – what is it?**

Personal data is data that 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). Annex 1 below provides details of what personal data we store and what we use it for.

### **2. Who are we?**

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

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

Your privacy and personal data is important to us. We comply with our obligations under the GDPR by keeping personal data up to date; by storing it and destroying it securely; by only collecting data and information from you that we really need; by protecting your personal data from loss, misuse, unauthorised access and disclosure and by ensuring that personal data stored on computers is done so securely using properly protected software.

We use your personal data to help us to: -

- Provide a voluntary service for the benefit of the residents of Thornhaugh;
- Manage our contractors and volunteers;
- Maintain our own accounts and records;
- Inform you of news, events, activities and services running in Thornhaugh;
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### **4. What is the legal basis for processing your personal data?**

Thornhaugh Parish Council is an official body operating within the Peterborough City boundary with the aim of representing Thornhaugh residents' views. Appointed councillors (5 voting members in total) receive no financial or personal benefit for undertaking their duties. We will rely on one of the following legal justifications under the GDPR to process your personal data :

- Your explicit consent – where you are asked to provide consent to a specific use.
- A legitimate interest – where we believe that you would reasonably expect us to process your data where there is a minimal privacy impact.
- We have a legal obligation to maintain the data.

Further details on this can be found in Annex 1 to this notice, below.

### **5. Sharing your personal data**

We will not share your personal data with third parties, other than when we are legally required to do so.

## **6. How long do we keep your personal data<sup>1</sup>?**

We will keep your data only for as long as is necessary to fulfil the purpose for which we process it. In some cases, we have a statutory duty to retain data for a specific period. For example, we retain data for existing and past service councillors and contact and financial information relating to suppliers of goods and services.

When your data is no longer required to fulfil its declared purpose, we will destroy it securely and permanently in such a way that it cannot be recovered. For example, paper records are shredded. Data held on computer media is securely deleted.

Annex 1 to this notice specifies how long we keep data for each of our purposes.

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

You have the following rights with respect to the personal data we hold about you: -

- The right to request a copy of your personal data;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased;
- The right to withdraw your consent to the processing at any time;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Updates to this notice**

We will revise and publish this notice if the law changes, or we change the way in which we process personal data

## **9. Contact Details**

To exercise any of your rights, queries or complaints please in the first instance contact the clerk to the Parish Council, Deirdre McCumiskey, at [dpmccumiskey@gmail.com](mailto:dpmccumiskey@gmail.com)

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.

## Annex 1 - Personal Data Register

This annex to the Thornhaugh Parish Council Data Privacy Notice contains the register of personal data held by the PC.

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legitimate reason, legal obligation etc)	Who holds the data, how is it stored & who can access it?	What security controls are in place?	How long is data kept for?
<p>PC membership data; meaning data necessary to elect run and administer the PC. Includes: councillors' names, email address, phone number, years served on the PC.</p>	<p>To send emails and other communications to PC Councillors.</p> <p>To ensure that elections to the PC are valid.</p>	<p>Legitimate Reason: PC Councillors stand for election and thereby acknowledge the need to be on such a list.</p> <p>PC Councillors conduct business via electronic means as well as verbally and in writing.</p>	<p>Held by the Clerk to the Parish Council and other current Councillors Secretary. Accessed all Councillors and the Clerk to the PC, plus Peterborough City Council officials as required.</p> <p>Kept on password protected PCs.</p> <p>Some documents held in folders kept by PC Councillors and the Clerk to the PC.</p>	<p>PC protected by password</p> <p>Paper files kept in locked cabinets</p>	<p>The list is maintained to reflect the current membership of the PC as it changes over time. A rolling 10 year history is maintained.</p>
<p>National Electoral Roll (in the event of contested elections)</p>	<p>To allow residents of the village to vote in Parish Council elections</p>	<p>Legitimate Reason: People complete the paper declaration themselves in full knowledge of its purpose.</p>	<p>Held by the Electoral Roll Officer accessed by the Clerk to the PC and officers of Peterborough City Council.</p>		

Parish Council web site: Holds contact details of current Parish Councillors	To allow members of the public to contact key members of the Parish Council.	Explicit Consent: Verbal agreement with people whose contact details are used.	Web master of the Parish Council web site – Send Blue.	Data is held on cloud-based web service provider with proven security controls. Site is protected from unauthorised access by security software, the logs of which are monitored by web master. Web site administrators are limited and are informed of the need to maintain strong password policy.	Data is maintained along with changes to councillors and other representatives. Historic information is not maintained.
Contractor contact details	Contact and financial details are held of relevant members of companies doing work under contract to the Parish Council	Legitimate Reason: contractors are being paid to do work in the village. It is in their interest that the PCC maintains contact and financial information	Current Councillors and the Clerk to the Parish Council	Information is kept in protected computer and paper files	Details are kept for 10 years