

# **DATA PRIVACY NOTICE**

## **CLAYDON AND WHITTON**

### **PARISH COUNCIL**

#### **1. 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 (the "GDPR").

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

Claydon and Whitton Parish Council 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?**

The 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 a public service for the benefit of the parishioners of Claydon and Whitton;
- To maintain our own accounts and records (including the monthly and annual accounts);
- To inform you of Council meetings in the parish;

#### **4. 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, activities and meetings.

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

Your personal data will be treated as strictly confidential and will only be shared with other members of the Parish Council in relation to parish matters raised at monthly parish meetings. We will only share your data with third parties outside of the parish with your consent.

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

We keep data in accordance with the guidance set out in the Suffolk Association of Local Councils guide.

Specifically, we retain electoral roll data while it is still current.

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

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

- The right to request a copy of any personal data which the Parish Council holds about you;

- The right to request the 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 Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners Office.

#### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk at [claydonandwhitton@gmail.com](mailto:claydonandwhitton@gmail.com)