**DATA PRIVACY NOTICE**

**Ashen Parish Council (the 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?**

The 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 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 administer Council business and in particular to contact members of the Council, the clerk and other relevant persons associated with its activities; and
* To maintain our own accounts and records.

**4. What is the legal basis for processing your personal data?**

* Explicit consent of the data subject so that we can contact you in connection with Council activities and business and in connection with the administration of the Council for the above purposes.
* Processing is carried out by the Council for the purposes of the Council as a Parish Council: -
	+ the processing relates only to Council members or former members or those associated with Council activities or business; and
	+ there is no disclosure to a third party without consent.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members of the Council or those associated with the Council for the purposes of the Council as set out above. This will include publication of your address as a member or officer of the Council while you hold that position. We will only share your data with third parties outside of the Council with your consent.

**6. How long do we keep your personal data[[1]](#footnote-1)?**We keep data in accordance with the code and guidance of the Information Commissioner’s Office.

Specifically, we retain the data permanently while it is current or until it ceases to be relevant; in all cases we delete data once a person ceases to be a member or officer or otherwise associated with the Council.

**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 your personal data which the Council holds about you;
* The right to request that the 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), (where applicable).
* 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, (where applicable
* 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 of complaints please in the first instance contact the data controller whose details are Karen Melville-Ross, Rookery House, Cockfield Road, Felsham, Bury St Edmunds IP30 0QP karenm\_r@hotmail.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.

1. [↑](#footnote-ref-1)