

**BLACKMORE, HOOK END**  
**& WYATTS GREEN PARISH COUNCIL**

**PRIVACY NOTICE**

**Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data.

**Who are we?**

This Privacy Notice is provided to you by Blackmore, Hook End and Wyatts Green Parish Council which is the data controller for your data.

**The Council works together with:**

- Other data controllers, such as local authorities, public authorities and agencies such as HMRC and DVLA.

We may need to share personal data we hold with them so that they can carry out their responsibilities to the Council and our community. If there is no joint purpose or collaboration then the data controllers (us) will be independent and will be individually responsible to you.

**The Council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data.

**What data do we process?**

- Names, titles, addresses and contact details.
- Financial identifiers - Where applicable, bank account details for online payments.

Our processing may also include the use of CCTV systems at the Parish Office for monitoring purposes.

**How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

**Your responsibilities**

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 working relationship with us.

**You have rights in connection with your data**

You have the following rights with respect to your personal data:-

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

**1. The right to access personal data we hold on you**

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee of £15.
2. **The right to correct and update the personal data we hold on you**
    - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
  3. **The right to have your personal data erased**
    - If you feel that we should no longer be using your personal data, you can request that we erase the personal data we hold.
    - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).
  3. **The right to object to processing of your personal data or to restrict it to certain purposes only**
    - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to process your data.
  4. **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
    - You can withdraw your consent easily by telephone, email or by post (see Contact Details below).
  5. **The right to lodge a complaint with the Information Commissioner's Office**
    - The Parish Council, in order to comply with the General Data Protection Regulation 2018, is duly registered with the ICO as a Data Processor. You can contact the Information Commissioner's 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.

### **Further Processing**

Where and whenever necessary, we will seek your prior consent to the new processing.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website:

<http://www.essexinfo.net/blackmore-hook-end-and-wyatts-green-parish-council/>

This Notice was last updated in June 2018.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints to the **Parish Clerk** at:

Blackmore, Hook End and Wyatts Green Parish Council

Tel: 01277-822421

Email: [clerk@blackmorepc.co.uk](mailto:clerk@blackmorepc.co.uk)

You can contact the Information Commissioner's 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.