

DATA PRIVACY NOTICE

1. Introduction.

Swindon Parish Council is committed to protecting and respecting your privacy. The Council has a duty to serve the community and fulfil its legal obligations. On occasions it will be necessary to obtain and use personal information to fulfil its duty and legal obligations. This privacy notice explains how the Council treats and uses your personal information to fulfil its duty and legal obligations.

2. Personal Data: What is it?

Personal information is termed personal data and 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 possession, or likely to come into such possession, of those in possession of the data. Personal data may include name, postal address, email address and other data that can identify an individual. The way personal data is used is regulated by the General Data Protection Regulation (GDPR) effective from 25 May 2018.

3. Personal Data: What happens to it?

The Council will comply with its obligations under the GDPR by only collecting and using personal data that is necessary for it to fulfil its legal obligations and to serve the community. It will not store personal data for any longer than is necessary and will destroy personal data once the need to retain the data has passed. It will protect personal data from loss, misuse, unauthorised access and disclosure by ensuring that appropriate measures are in place to protect personal data.

When personal data is used it is called processing and personal data will only be processed for the following purposes:

1. Fulfil our legal duty: this may involve responding to an email, telephone call/message or any written correspondence the Council receives.
2. Provide a service to the community: this may involve responding to an email, telephone call/message or any written correspondence the Council receives.

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

The Council has a legal duty to provide certain information when requested to do so that will involve the use of personal data to enable the Council to respond to any requests. The Council also has a legitimate interest so that we may serve the community and provide a service to the community.

5. Personal Data: Sharing.

Personal data will be treated as strictly confidential and will not be shared with any third party without your prior consent. The Council has no control over third parties that provide services such as email and websites that are used to fulfil the duty and legal obligations of the Council.

6. Personal Data: How long will it be kept?

Personal data that has been collected for any purpose will not be kept longer than is necessary for the purpose the data was collected. The Council will only retain personal data to the extent that is required to do so by law. Reasons for retaining personal data could include, but is not restricted to, documents that may be relevant to any ongoing or prospective legal proceedings and/or to establish, exercise or defend the Council's legal rights.

7. Personal Data: Your rights.

Unless subject to any legal exemption, you have the following rights with respect to your personal data:

1. The right to request a copy of your personal data kept by the Council.
2. The right to request that the Council corrects any personal data if it is found to be

inaccurate or out of date.

c. The right to request your personal data is erased where it is no longer necessary to retain such data.

4. The right to withdraw your consent to the processing of personal data at any time.
5. 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 of personal data.

f. The right to lodge a complaint with the Information Commissioners Office.

8. Amendments to Privacy Notice

The Council may update this notice from time to time as required to ensure the requirements of GDPR are met.

9. Contact Details

You may contact the Council on any matter regarding personal data and processing of personal data by contacting the Parish Clerk. Contact details are:

Parish Clerk
Swindon Parish Council Swindon
South Staffordshire DY3 4NR

Email: swindonparishcouncil@btconnect.com Tel: 01384 400660
Website: swindonparishcouncil.co.uk