

# SOUTHWATER PARISH COUNCIL

---

## DATA PROTECTION POLICY



Produced: September 2018  
Revised: November 2018  
Updated: February 2022

# INDEX

## Contents

1. Introduction .....	2
2. Using the Parish Council's Website .....	2
3. Information the Council Collects .....	2
4. How the Information is Used .....	2
5. Information Sharing .....	3
6. Transfer of Data Outside the European Economic Area .....	3
7. How Long Does the Council Keep Data .....	3
8. Protecting your Information .....	3
9. How can the Information be Accessed? .....	4
10. This Policy .....	4

## 1. Introduction

- 1.1. The Parish Council regards your privacy as important and comply with the Data Protection Act 1998 and the provisions of the General Data Protection Regulations 2018.
- 1.2. This Policy sets out the information the Council collects or is supplied with. It tells you how the information is held, who it is shared with, and how it is used. These are contact details for queries about your personal information.

## 2. Using the Parish Council's Website

- 2.1. The Council records personal information if you: -
  - subscribe to or apply for services that require personal information,
  - report a fault and give your contact details for us to respond,
  - contact us and leave your details for us to respond.

## 3. Information the Council Collects

- 3.1 The Council will only use any personal information you send us for the purposes for which you provide it.

## 4. How the Information is Used

- 4.1 The Council uses your personal information in the following ways: -
  - to process inquiries and applications
  - to provide services to residents including sending you information about current and future services. This includes notices of Council meetings, Agendas and Minutes and its Newsletter
  - to provide certain on-line facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services
  - to allow other organizations to provide services to residents
  - to assist the Council with planning and improving its services. The Council may contact you itself or ask an outside agency to do so on its behalf. This may be done as part of its preparation of the Southwater Neighbourhood Plan
  - to produce aggregated statistical information, including data for monitoring equality of opportunity
  - to collect or process payments

## 5. Information Sharing

- 5.1 The Council may share information with other local authorities or the emergency services where it considers that this would be necessary or helpful. The Council would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons. If you write to the Council, your letter will be in the public domain unless you make it clear you do not wish it to be and the Council is able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).
- 5.2 Your contact details may be passed to a contractor to conduct a survey. This could be undertaken as part of a Community or Neighbourhood Planning process. Such details will only be used for that purpose and then be deleted.
- 5.3 If you are in debt to the Council, it may give other people information for the purpose of recovering the debt. Your information may also be used to detect and prevent fraud in respect of public funding and the Council may release information to the Police and other law enforcement agencies for the purpose of crime prevention and detection if required to do so.

## 6. Transfer of Data Outside the European Economic Area

- 6.1 The Council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured.

## 7. How Long Does the Council Keep Data

- 7.1 The Council will publish on its website any changes it makes to its data protection/information management policies and notify you by other communication channels where appropriate. It should be noted that some of the community groups which are mentioned on the website do not have the same privacy policy as the Council.
- 7.2 Where you exercise your right to removal of your personal data, the Council will continue to maintain a core set of personal data to ensure it does not contact you inadvertently in future. The Council may also need to retain some financial records about you for statutory purposes.

## 8. Protecting your Information

- 8.1 The Council has a Data Protection and Privacy Policy. This defines its commitments and responsibilities to your privacy and covers a range of information and technology security areas.

- Information will be protected against unauthorized access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.
- Regulatory and legislative requirements will be met.
- Information security training will be available to all staff.
- All breaches of information security, actual or suspected, will be reported to, and investigated by the Information Commissioner.

## 9. How can the Information be Accessed?

9.1 You are entitled to know what personal information the Council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the Council. However, if the processing is necessary to provide you with the service (or information) you have requested, then withdrawal may mean that you will not receive that service or information. The Council will make it clear if this is the case and discuss your concerns directly with you before it stops processing your data.

9.2 Any requests for further information can be made to: -

The Data Protection Officer, GDPR-*info* Limited

Unit 1, Notley Farm, Chearsley Road, Long Crendon, Bucks HP18 9ER

Tel: 01844 690070 Website: <https://gdpr-info.com/data-protection-contact-form/>

If you are dissatisfied with the handling of your request or a complaint, you have the right to appeal to the Information Commissioner. There is no charge for making an appeal. The Commissioner can be contacted as follows :-

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Telephone: 01625 545745 or 03031231113 (local rate) or e-mail [casework@ico.gov.uk](mailto:casework@ico.gov.uk)

## 10. This Policy

10.1 The Council will continually review and up-date this Privacy Notice to reflect changes in the Council's services and feedback from service users, as well as to comply with changes in the law.

