

Bourton-on-the-Water Parish Council

PRIVACY POLICY

This Privacy Policy is provided to you by Bourton-on-the-Water Parish Council which is the data controller for your personal data.

Bourton-on-the-Water Parish Council will comply with the requirements of the General Data Protection Regulations (GDPR) which came into force on 25th May 2018. The Council will treat personal data lawfully and correctly and will follow procedures to ensure that anyone processing personal data on behalf of the Council is aware of and abides by their accountabilities under the regulations.

This Privacy Policy sets out your rights and the Council's obligations to you.

PERSONAL DATA

"Personal data" is any information about a living individual which allows them to be identified from that data (for example, a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

PROCESSING PERSONAL DATA

The Council is a public authority and has certain powers and duties. Most personal data will be processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes, when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services or when entering into a contract. Sometimes the use of personal data requires consent in which case we will first obtain consent to that use.

COLLECTING AND HOLDING PERSONAL DATA

The personal data the Council may collect is detailed in the **Privacy Notice** available from the Council offices and from the Council website [here](#). The Council will comply with data protection law which 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 personal data from loss, misuse, unauthorised access and disclosure.

USING PERSONAL DATA

The Council will use your personal data for a number of different purposes:

- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council;
- To maintain our own accounts and records.

In addition to the above, a full list of purposes for which the Council will use your personal data can be found in the **Privacy Notice** available from the Council website [here](#).

SHARING PERSONAL DATA

The personal data the Council holds may need to be shared with other data controllers the Council works with so that they can carry out their responsibilities to the Council. Where the Council and the other data controllers are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties are processing personal data for their own independent purposes then each of us will be independently responsible to you.

It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g., in relation to facilities or events for the community.

YOUR RIGHTS AND YOUR PERSONAL DATA

You have 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.

- The right to access personal data we hold on you;
- The right to correct and update the personal data we hold on you;
- The right to have your personal data erased;
- The right to object to processing of your personal data or to restrict it to certain purposes only;
- The right to data portability;
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained;
- The right to lodge a complaint with the Information Commissioner’s Office.

[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].

Further explanation of your rights can be found in the **Privacy Notice** available from the Council website [here](#).

PROTECTING PERSONAL DATA

The Council will implement appropriate security measures to protect your personal data. Third parties with whom the Council will share your personal data also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

RETENTION OF PERSONAL DATA

The Council will keep some records permanently if legally required to do so and 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. When data is out of date or has served its use and falls outside the minimum retention time of the Council’s document retention policy, it will be securely deleted.

FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by the **Privacy Notice**, then we will provide you with a Privacy 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.

CHANGES TO THIS POLICY

This Policy was last updated in May 2018 and will be reviewed annually.

CONTACT DETAILS

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

The Data Controller, Bourton-on-the-Water Parish Council

The George Moore Community Centre

Moore Road

Bourton-on-the-water

Cheltenham

Gloucestershire

GL54 2AZ

Email: clerk@bourtononthewaterpc.org.uk

Tel: 01451 820712

Website: <http://www.bourtononthewaterpc.org.uk>