

HURSTBOURNE TARRANT PARISH COUNCIL

PRIVACY NOTICE

The purpose of this policy is to give you an explanation about how Hurstbourne Tarrant Parish Council may collect and use any personal information you provide to us and that we collect, whether online, via phone, email, in letters or in any other correspondence. No information is actively gathered but during normal administration the parish council does receive data, some of which may relate to individuals.

Legal Basis & Legitimate Interests

We ensure that we collect and use your information in accordance with all applicable laws concerning the protection of personal information in the legitimate interests of the parish council. In all cases, the rights of all individuals is balanced against our legitimate interests in conducting parish business. Personal information is only used in a way or for a purpose that you would reasonably expect in accordance with this notice and that does not intrude on your privacy or previously expressed preferences. We will never share your data, but should this become necessary for example information to another agency, we will always advise you first.

Keeping your Personal Information

We keep your personal information only for as long as required to conduct parish business in accordance with legal requirements and tax/accounting rules. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

General Data Protection Regulations (GDPR)

These regulations came into force on 25 May 2018, although the UK Data Protection Act will still be extant, supplementing the GDPR even post-Brexit. You should be aware that by law you can have:

- The Right of Access: you can request access to your personal data free of charge and ask how we make use of it.
- The Right to be Forgotten: you can ask us to delete or remove your personal data where there is no good reason for its continued processing.
- The Right to Data Portability: you can request that we do not transfer or move your personal data between service providers.
- The Right to be Informed: you are entitled to know how we intend to use your personal data when it is collected and you must freely give consent to it. Your consent cannot be assumed or taken for granted.
- The Right to Rectification: you are entitled to have personal data rectified if it is inaccurate or incomplete. We only disclose your data to third parties such as HCC or TVBC for parish council purposes.
- The Right to Restrict Processing: you can allow us to store your personal data, but you can also state that we are not permitted to process that data for any reason.
- The Right to Object: you have the right to object to our usage of your data. We will make every effort to stop automated profiling.

GDPR provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention. Please notify the Parish Clerk if any of the above actions need to be taken and we will concur without delay.

Adopted by the Parish Council on 18th June 2018

Signed



Ian Kitson, Chairman