

Privacy Notice

Little Gaddesden Parish Council (the “Council”)

This privacy notice provides information about the personal information we process about you as a data controller, in compliance with the General Data Protection Regulations (GDPR).

We respect your privacy. The information that you provide us with, or that is gathered automatically, helps us to monitor our services and provide to you the services that you are entitled to as a local resident or visitor to our website.

The council is a public authority and has certain powers and obligations. Most of your personal data is 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. We will always take into account your interests and rights.

Visiting our website

Is my visit to this web site anonymous? Yes! Your visit to our site is anonymous (no personal information about you is recorded or gathered) unless you contribute to it or register using the “subscribe” feature on our website

Links on our website

Our website contains links to other sites. We are not responsible for the privacy practices within any of these other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements on other websites you visit.

General Data Protection Regulation (GDPR)

This Privacy Notice is provided to you by the Council which is the data controller for your 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), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

GDPR is designed to create common privacy requirements across the EU. It is a development of existing data protection legislation and is based on seven key principles that can be summarised as:

- Personal information that we hold will be processed lawfully, fairly and in a transparent manner.

- Personal data will only be used for specific and legitimate purposes.
- The information that we hold shall be limited to what is necessary.
- Information shall be accurate.
- Information shall be held no longer than is necessary.
- Information shall be kept safe and secure.
- We are accountable and can demonstrate compliance with GDPR

Our details and contact information

Our ICO registration number is ZA370518

Please contact Alastair Greene at parishclerk@littlegaddesden-parishcouncil.org.uk with any questions or requests about the personal information we process.

Your rights and your consent

We are committed to protecting your rights to privacy. They include:

- Right to be informed about what we do with your personal data;
- Right to have a copy of all the personal information we process about you;
- Right to rectification of any inaccurate data we process, and to add to the information we hold about you if it is incomplete;
- Right to be forgotten and your personal data destroyed;
- Right to restrict the processing of your personal data;
- Right to object to the processing we carry out based on our legitimate interest;

By registering on our website, you consent to the transfer of your personal data to us but this consent can be withdrawn by you at any time by contacting Alastair Greene above.

Handling your data

When you subscribe to the website this is stored in a contact management system which holds the following personal data about you as data subject:-

- a. Your name and email address.
- b. Your birthday if you added that when subscribing.

Any personal data on the system is held in accordance with the consent of the data subject which can be withdrawn at any time by contacting Alastair Greene above.

You may also provide us with personal data as a result of our interactions between you as parishioners at meetings, by phone or by email.

We use the personal data we collect from you for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Sensitive personal data

We may also in the course of our dealing between you as parishioners and us as the Council process personal data including, as appropriate:

- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data. We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Data Retention period

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, unless you ask us to delete it before this time.

Sharing your Data

We may need to share your personal data with others tiers of local government and partners so that they can carry out their responsibilities to the council.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/ professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council premises or land, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers.

Information Commissioner's Office

If you have any concerns about the way your personal information has been processed, please contact Alastair Greene above. Alternatively, you have 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.

Changes to this notice.

We keep this Privacy Notice under regular review and we will place any updates on our website. This Notice was last updated in December 2021.