

Harbury Parish Council

Privacy Notice

Harbury Parish Council is committed to protecting your privacy. We are responsible for collecting and using your personal data lawfully, fairly, securely and in a way that protects your privacy. We are also responsible for making sure that you can know what rights you have over your personal data and how to use those rights. This privacy notice tries to help you understand how we use your data and how we protect you and your personal data. We will update this privacy notice from time to time when the law or what we do changes.

The Information Commissioner's Office looks after data protection in the UK. We are registered with the Information Commissioner's Office as a data controller (Registration No. Z2915591). View our [contact details](#) online.

As well as this privacy notice, we also have an [Information & Data Protection Policy](#) which gives more information about how we use personal data.

What is 'personal data'?

'Personal data' means any information which can identify a living person. A person's name and contact details will be personal data, as will any information about how they look, their money situation, religion etc. Photographs and things which identify you online such as usernames and passwords are also personal data.

We use personal data where:

- you have told us that we are allowed to do so
- you have entered into a contract with the council
- we must do so to follow the law
- it is necessary to protect somebody's life
- we must do so to complete our tasks in the public interest or we are officially allowed to do so as a parish council; or
- we must do so for the council's or a third party's legitimate interests.

Some personal data is 'special'. This means that it is about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sexuality, or sex life. It also includes genetic data and biometric data such as your DNA or fingerprints. Special personal data have extra rules for us to follow under data protection law. We use special personal data in circumstances where:

- you have told us that we are allowed to do so
- we need to use your personal data for things we must do or are allowed to do in the course of our business
- it is necessary to protect somebody's life
- you have specifically made the information public
- we need to use your data to put together, use or defend against legal claims
- we need to use your data for reasons of large public interest
- we need to use your data for the purposes of preventative or occupational medicine
- we need to use your data for public health reasons; or

- we need to use your data for scientific, historical or statistical reasons

Personal data relating to criminal convictions and children also has extra rules to follow. You should know that you do not always know or agree for us to collect or use your personal data.

More guidance on data protection is available on the [Information Commissioner's Office's website](#).

How do we protect your personal data?

We will not ask for personal data we do not need. We keep the information that you give us secure so that it cannot be seen by, or given to, anyone who should not see it.

We restrict access to files and make your data anonymous where we can. We have a Data Protection Policy which says what we must do to protect your privacy and cover a range of ways we protect your data. We also have a [Record Retention & Disposal Policy](#) which states how long we may keep data and how we dispose of it.

We train all new staff and councillors on how to handle personal data and provide regular updates so they keep their knowledge up to date.

We will not keep your information longer than is needed and, when we destroy our copies of your personal data, we will do so in a secure way.

How do we use personal data?

We might need to use your personal data so we can provide our services, check what we are doing is working well, help us find new ways to provide our services well, prevent and spot crime and make sure we are following the law.

Our public services include provision of allotments, provision of burial plots and cemetery services, public consultations (including planning applications), maintenance of village greens and recreation grounds. This list is not exhaustive.

Information shared

We will normally let you know in advance if we are going to share your personal data with a third party. Third parties are people who don't work for the council, like another organisation. We may share your personal data with others such as the district and county councils, companies we have contracts with, funeral directors, or experts who help by giving us advice. We will only do this if we need to do so to help us with a 'public task', which are the kinds of tasks we normally do to help the public.

We will never use your personal data to try to market something to you.

We will never pass your personal data to someone else so they can try to sell you something or make money from you.

We may share personal data to help prevent or spot crime, help arrest or prosecute offenders. We would share this information because we are legally required to do so. There are other times we are allowed to share your personal data by law that is included in data protection regulations.

How long do we keep your personal data?

We will not keep personal data for longer than we need to do so. Personal data will normally be kept for the time lengths we give in our [Record Retention and Disposal Policy](#).

There will be times when we have a legal need to retain personal data for longer than it says in our Record Retention & Disposal Policy – when this happens, how long we hold data will be decided on a case by case basis.

Where do we keep your personal data?

Some data is stored in a paper format in the parish council office. We use Microsoft Office 365 for the storage of electronic records and this data is held in various UK based locations in Durham, Cardiff and London. Further information on this can be found at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/o365-data-locations?view=o365-worldwide>.

Our financial accounting software is provided by Edge IT Systems Ltd and any data recorded in our accounts is held on the Edge IT servers at their office in Coventry. <https://www.edgeitsystems.com/>

What are your rights?

At any time while we are in possession of or processing your personal data, you have the following rights:

- Right to be informed - when we collect your personal data, we will provide you with a privacy notice which will tell you details about how we use your personal data, including why and how we collect and use your personal data, who we share the information with, and our lawful basis for collecting and using the information.
- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data that we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing – you have the right not to have a decision made about you based only on automated processing (i.e. decisions made by a computer) which has a legal effect on you. This includes the right to have these decisions explained to you and the right to question the automated decisions that have been made.
- Right to complain – in the event that we refuse your request under rights of access, we will provide you with a reason as to why. See our [Complaints Procedure](#) for details of how to complain. As well as our own complaints procedure, if you are

worried about how we have used your personal data, then you have the right to complain to the Information Commissioner's Office, by getting in contact with them:

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: ico.org.uk