



## **PRIVACY NOTICE**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

### **2. Who are we?**

Pucklechurch Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Pucklechurch Parish Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect it.

When you contact us the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

We use personal data for the following purposes:

- To enable us to provide a service for the benefit of the public;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services in which you may be interested;
- To share your contact details with Pucklechurch Parish Councillors and District Councillors in order to deliver its services and to resolve any issues/queries.

We will not process any data relating to a child (under 13) without the express written consent of the parent/guardian of the child concerned.

Pucklechurch Parish Council does not use any form of automated decision making or the profiling of individual personal data.

#### **4. What is the legal basis for processing your personal data?**

The Council's right to process information is covered by the General Data Protection Regulations in that processing may take place:

- With consent of the data subject OR
- Because it is necessary for compliance with a legal obligation OR
- Because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Parish Council and District Councillors in order to carry out a service or for purposes connected to the Council. We will only share your data with third parties with your consent.

#### **6. Information security**

Pucklechurch Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be found on the Council's website or requested from the Clerk.

#### **7. How long do we keep your personal data<sup>1</sup>?**

We keep data in accordance with the guidance set out in our Document Retention and Disposal Policy and Appendix A which is available from the Parish Council website [see footnote for link].

#### **8. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Pucklechurch Parish Council holds about you;
- The right to request that Pucklechurch Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Pucklechurch Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

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<sup>1</sup> Details about retention periods can be found in the Document Retention and Disposal Policy (Including Appendix A) located on the Pucklechurch Parish Council website:  
[https://www.pucklechurchparishcouncil.gov.uk/Policies\\_and\\_Documents\\_33851.aspx](https://www.pucklechurchparishcouncil.gov.uk/Policies_and_Documents_33851.aspx)

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

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

## **9. CONTACT DETAILS**

To exercise all relevant rights, queries or complaints please in the first instance contact:

The Clerk  
Pucklechurch Parish Council  
25 Parkfield Rank  
Pucklechurch  
Bristol BS16 9NR

Telephone: 07525 842 095  
Email: [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)

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.

This policy is reviewed annually by the council at the annual council meeting when any relevant changes will be made. See minutes for further details