

# **GRAVENEY WITH GOODNESTONE PARISH COUNCIL**

## **DATA PROTECTION AND PRIVACY NOTICE**

Adopted: May 2018

Reviewed: May 2021

### 1. Your personal data

1.1. 'Personal data' is any information about a living individual which allows them to be identified from that data. Identification can be directly, using the data itself, or indirectly, by combining it with other information which helps to identify a living individual. 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 (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

### 2. Who are we?

2.1. This Privacy Notice is provided to you by Graveney with Goodnestone Parish Council. The Parish Clerk is the council's data controller.

### 3. Other data controllers

3.1. The council also works with:

- Swale Borough Council
- Kent County Council
- Kent Association of Local Councils
- Other local councils
- Emergency services such as Kent Police and Kent Fire & Rescue Service
- Government bodies such as the Environment Agency
- Community groups
- Charities
- Contractors

3.2. We may need to share your personal data we hold with them so that they can carry out their responsibilities. If we and the other data controllers listed above are processing your data jointly for the same purposes, then we and the other data controllers may be "joint data controllers" which means we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

### 4. Personal data we will process

4.1. We will process some or all of the following personal data where necessary to perform our tasks:

- Names and titles
- Contact details such as telephone numbers, addresses and email addresses

### 5. Data Protection Law

5.1. We will comply with data protection law. This 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 your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

## 6. Use of your data

6.1. We use your personal data for some or all of the following purposes:

- To deliver 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 or telephone
- To help us to build up a picture of how we are performing
- To enable us to meet all legal and statutory obligations
- 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 and other role holders
- To send you communications which you have requested and that may be of interest to you, including information about campaigns, appeals, other new projects or initiatives

## 7. The legal basis for processing your data

7.1. We record personal information if you:

- Subscribe to or apply for services that require personal information
- Report a fault and give your contact details for us to respond
- Contact us and leave your details for us to respond

7.2. We are permitted to process your data under GDPR Article 6(1)(a), (b) and (e) when:

- Processing is with the consent of the data subject, or
- Processing is necessary for compliance with a legal obligation, or
- Processing 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.

## 8. Security

8.1. We will ensure the security of your personal data. We will only keep and use any personal data you send us for the purposes for which you provide it. We will only hold your data for as long as necessary, after which time it will be deleted. Employees with access to your data are obliged to respect the confidentiality of your data. All communications to us are protected against unauthorised access by third parties. Information is protected from unauthorised access, loss, manipulation, falsification, destruction or disclosure. This is done through appropriate technical measures and risk assessments.

8.2. We will keep the information we hold about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request.

## 9. Your rights

9.1. You have the right to request access to the information we hold about you. You can do this by contacting the council's Data Controller (contact details below).

9.2. You have the right to request corrections to the information we hold about you if it is inaccurate or out of date. You can do this by contacting the council's Data Controller (contact details below).

9.3. You have the right to request that the information we hold about you is deleted. You can do this by contacting the council's Data Controller (contact details below).

- 9.4. You have the right to object if you believe that your data is not being processed for the purpose for which it has been collected. You can do this by contacting the council's Data Controller (contact details below).
- 9.5. You have the right to withdraw your consent to the data processing at any time. You can do this by contacting the council's Data Controller (contact details below).
- 9.6. You have the right to lodge a complaint with the Information Commissioners Office (contact details below).

Contact details

Graveney with Goodnestone Parish Council Data Controller

Parish Clerk

1 Church View

Biddenden

Ashford

Kent

TN25 8EB

[clerkggpc@gmail.com](mailto:clerkggpc@gmail.com)

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

[casework@ico.org.uk](mailto:casework@ico.org.uk)

0303 123 1113