

# **EAST BERGHOLT PARISH COUNCIL**

## **Privacy Notice**

### **What is a Privacy Notice?**

This Privacy Notice sets out what information East Bergholt Parish Council holds about you, why the Council holds it, how the Council protects it whilst a service you have requested is being provided to you and your rights under the General Data Protection Regulation and the Data Protection Act 2018. In publishing this Notice the Council acknowledges its responsibilities under the legislation with which it complies.

East Bergholt Parish Council considers the security of your personal data a high priority and will only use the information it holds about you for the purpose for which you supplied it or as permitted by law. It will only collect the minimum necessary information to provide you with the required service.

### **What is personal data?**

This means any information related to an identified or identifiable natural living person (known as “the data subject”) which is not already in the public domain. The Data Controller determines the purposes and means of processing personal data.

East Bergholt Parish Council is a Data Controller and is registered with the Information Commissioner’s Office. Generally the Council only holds low level data about individuals such as names, addresses, email addresses and telephone numbers. This is usually obtained when you ask the Council for information, complete a form, when you wish to express your views on something taking place within the community, or when the Council provides you with a service. The Council will only collect the information needed to provide you with services. It does not sell or broker your data.

The Council has the right to process information under the legislation only where it has a proper reason to do so, which includes:

- Where there is a legal obligation to do so
- Where it is necessary to carry out a contract it has with you
- Where the Council has your consent.

### **What are the Council’s responsibilities in respect of the data?**

Article 5 of the GDPR requires the Council to ensure that personal data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, clear and legitimate purposes
- Adequate, relevant and limited to what is necessary

- Accurate and kept up to date
- Kept for no longer than necessary
- Processed securely.

All personal information provided by you is held securely and confidentially in electronic and/or hard copy format.

### **How long is personal data held?**

The legislation provides that personnel data must only be retained whilst:

- Consent from the data subject is held
- The data is necessary for the performance of a contract
- There is a legal obligation to hold it
- Holding the data is important to protect the interests of the data subject or another person
- Holding the data is in the public interest
- The Council has a legitimate interest in holding it (except where such interest is overridden by the interests or rights of the data subject).

The Council may keep some records permanently if there is a legal obligation to do so. Others such as financial records will be kept for a minimum period of eight years to support HMRC audits or provide tax information or for six years where the law imposes a time limit for claims. Generally personal data will only be kept as long as it is needed and then deleted.

### **What are your rights?**

The General Data Protection Regulation and the Data Protection Act 2018 include the following rights:

- The right to be informed – primarily by this Privacy Notice
- The right of access – you have the right to request access to your personal data which the Council holds.
- The right to rectification – the correction of erroneous information held about you.
- The right of erasure – you may have the right to have erased information held.
- The right to data portability – the right to have the data held about you transferred to another organisation.
- The right to object – if you think the data is not being processed for the purpose for which it has been collected, you may object.

- The right to withdraw consent – at any time you may withdraw consent in respect of any discretionary service provided by the Council.
- The right to make a complaint – upon any other matter relating to the keeping or processing of personal data by the Council.

If you wish to exercise any of the above rights initially you should contact:

Graham White  
Parish Clerk  
Tel: 07801 368283  
Email: [east.bergholtpc@btconnect.com](mailto:east.bergholtpc@btconnect.com)

If you prefer you can contact:  
The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1133  
Email: <https://ico.org.uk/global/contact-us/email>

***Approved and adopted by East Bergholt Parish Council: 11 November 2021***

***Next Review: November 2022***