

## **SOUTH TARRANT VALLEY PARISH COUNCIL**

### **GENERAL DATA PROTECTION REGULATIONS (GDPR) AND DATA PROTECTION ACT 2018**

#### **PRIVACY NOTICE**

South Tarrant Valley Parish Council (the Council) takes protection of your data seriously. Where personal information (sometimes called personal data) is collected, stored and/or processed the Council will take steps to deal with that information in accordance with the GDPR and Data Protection Act 2018.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

#### **Visitors to this website and use of Cookies**

When someone visits this website, we or the website administrators contracted to the Council may use a third party service such as Google Analytics.

<http://www.southtarrantparishcouncil.co.uk/cookies.html>

We use a third party service to help maintain the security and performance of our website.

#### **Links to other websites**

This privacy notice does not cover the links within our website to other third party websites. We encourage you to read the privacy statements on the other websites you visit.

#### **How we use your personal data**

- To deliver public services including understanding your needs to provide the services you request.
- To contact you by post, telephone or email.
- To enable us to meet all legal and statutory obligations and powers including delegated functions.
- To promote the interests of the Council.
- To maintain our own accounts and records.
- To seek your views and opinions.
- To notify you of changes to our facilities, services, events and councillors.
- To allow statistical analysis of data so we can plan the provision of services.

#### **Legal basis for processing your personal data**

The Council has certain legal 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.

Some data may be processed for the performance of a contract between you and the Council or a third Party acting on behalf of the Council.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Access to personal information**

Individuals can find out if we hold any personal information by making a “subject access request” under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to, and
- let you have legible copies of any information held

Please make any such request in writing to:

The Clerk, South Tarrant Valley Parish Council, 10 Alder Close, Sandford, BH20 7QL

There are no fees or charges for the first request but additional requests which are manifestly unfounded or excessive will be subject to an administrative fee of £10.

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated. If you feel we should no longer be using your personal data you can ask us to erase it or to stop using it. We will then inform you whether we are able to comply with your request or give you the reason why it cannot be deleted – for example, if we need it to comply with a legal obligation.

If the subject access request includes personal data of another individual or individuals, the Council must not disclose the personal information of the other individual(s). The personal information of the other individual or individuals may be redacted or the individual(s) may be contacted to give their permission for their information to be shared with the Subject.

### **Confidentiality**

South Tarrant Valley Parish Council, members and staff, must be aware that when any complaints or queries are made, they must remain confidential unless the Subject gives permission otherwise. When handling personal data, this must also remain confidential.

### **How to complain**

If at any time you feel the Council has failed to meet the standards set out in this Privacy Notice you may make a complaint direct to the Information Commissioner using their website

[www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)