

# Mellor Parish Council

## Privacy Notice

### Purpose of this notice

This notice describes your data rights as a Councillor, Customer, or Employee of Mellor Parish Council. It provides information about your rights relating to your personal information along with how we collect, use and where appropriate share your data via direct or indirect contact with us.

Mellor Parish Council is committed to abiding by data protection laws and to be open and transparent in how we use your personal information. Many people will be aware of the General Data Protection Regulation (GDPR) and the new 2018 UK Data Protection Act. We acknowledge our requirement to comply with these laws and regulations.

### Who we are

Mellor Parish Council is a civil local authority forming the first tier of local government. It is an elected corporate body, has variable tax raising powers, and is responsible for the civil parish of Mellor, serving around 2000 residents.

More information about us can be found on our website [www.mellorparishcouncil.org.uk](http://www.mellorparishcouncil.org.uk)

If you need to contact someone to talk about data about you we might hold you can contact our Data Controller by email to [clerk@mellorparishcouncil.org.uk](mailto:clerk@mellorparishcouncil.org.uk) clearly marking your enquiry “**UK GDPR**”. Please note we can only respond to enquiries about data held specifically about the enquirer.

### What is personal data?

Personal data are data which identify a person from the information provided or if combined with information that we may already have access to.

By way of example, personal data may include;

- Name and address
- Date of birth
- Email address
- Bank account details
- An IP address

In addition, there are “special categories” of personal data which means that in law, the data is considered more sensitive, such as;

- Personal data related to your health
- Genetic data
- Religious beliefs

We do not normally collect sensitive data and any such data you provide for specific purposes. but we might, such as in job applications, then this data will be treated with the utmost confidentiality.

## **Collecting personal data**

We collect the personal data you choose to share with us for a number of reasons including to enable us to provide you with information and/or respond to issues you raise.

Your personal data may be collected from several places. Examples of places from which we might collect personal data include, but are not limited to;

- Councillor declaration forms
- Attending Parish Council meetings
- Enquiries via our website
- Job applications

Usually we will only collect and hold information you have provided, but sometimes we get your personal information from third parties who provide us with the details of people who have given permission for their information to be shared or where there is a valid legal reason to do so (for example to prevent or prosecute criminal activity). We will always use such information responsibly and in accordance with your rights.

We do not collect tracking and monitoring information from your use of our website.

If you believe that we have misused your personal data, please contact us and we will resolve your problem as swiftly as we can.

## **What we use your personal data for**

We will use your personal data to let you know about the work of Mellor Parish Council generally or specifically in relation to an issue you have raised with us. Wherever we collect personal data with general communication in mind, we will inform you and provide you with a choice to continue or stop being contacted for this purpose.

We will use your personal data to fulfil any mandatory obligations we have with you. In order to satisfy these obligations it may be necessary to pass your data to a 3<sup>rd</sup> party (for example to produce personalised communications). If we do so we will ensure that such 3<sup>rd</sup> parties are legally entitled to receive such data and will manage your data securely.

## **Who do we share your personal data with?**

There are some organisations with whom we work where we must share your personal details to provide the services you require and/or we are legally obliged to provide.

Where your personal data must be shared for us to provide you with a service, then we make sure that our partners have the right controls in place to use your information responsibly and under our control. The types of partners who may see your information are listed here.

- Ribble Valley Borough Council or its mandated officers
- Lancashire County Council or its mandated officers
- Lancashire Police

It is important for us that you understand who your information may be shared with and the seriousness with which we take the confidentiality of your personal data.

We may also share your information with organisations where there is a need to check the accuracy of

data we hold and where there may be legal or regulatory requirement to provide personal data, for example law enforcement.

We will not share your personal data unless there is a valid legal reason or need to do so.

## **Where is your personal data kept?**

Your information may be kept in a number of places, all of which comply with data protection requirements. We use cloud providers and online application providers to help us run elements such as our website. Personal data may be held on systems and databases in several locations. However, your personal information will be held with requirements of confidentiality and with suitable legal agreements and contracts in place. If our processing of data requires transfer to other countries we will only do so after ensuring they have adequate provision in place to protect personal data to an equivalent level as personal data held in the UK.

## **How long we keep your personal data for**

The length of time we will keep data might at times be dictated by legal requirement but in all cases we will keep and use the personal information only for as long as is required.

For job applicants, information will be retained for the purposes of processing your application and for 6 months thereafter.

Anonymised information (from which you cannot be identified) may be kept for longer periods.

## **How we protect your personal data**

We take the confidentiality of personal information very seriously and use access control to protect the information from unauthorised access, loss, misuse, alteration or corruption. We have procedures and processes in place to ensure that your personal information is managed appropriately.

*However, we would always recommend that you take your own precautions to protect your own personal data whilst using the Internet.*

## **What are your rights?**

Under data protection legislation, you have rights over how your personal data is used. The main rights related to your personal data are listed below, but there are others which you may like to find out more about by looking up the Data Protection Act 2018 or the UK General Data Protection Regulation.

### **The right of transparency (right to be informed)**

You have a right to be informed about the collection and use of your personal data. We have an obligation to be transparent and provide you with this information freely and that it is easily understood. This notice serves to provide information on collection and use of personal data, and you may contact us if you want to know more about any aspect of how we handle your personal information.

## **The right of access to your information**

You have a right to have access to the information we hold about you and to verify that we are using your personal data lawfully. If asked we will provide confirmation of what personal data we hold, provide a copy of the data, and inform you of any other rights you may have.

## **The right of rectification**

You have the right to have any information held about you which is inaccurate to be rectified. If you believe that we have inaccurate information, for example a misspelt name, then please contact us and we will do our utmost to sort it for you.

## **The right to be forgotten (the right to erasure)**

You have, subject to certain conditions being met, the right to be forgotten. Where we can, we will remove all your details from our systems subject to being able to do so reasonably, and where no other legal or legitimate reason exists to keep your personal data.

## **The right to restrict processing of your personal data**

In some cases, you may require us to hold your data but not process it, this may be relevant if you believe inaccuracies have not been corrected and further processing would cause issues for you as an individual.

## **The right to data portability**

Personal data portability, means that on request we will give you the information we hold about you in a form that can easily be used by other systems. This is most likely to be a spreadsheet file so that you may pass this information on to other organisations with which you would like to share the data. It may not always be possible to give you everything about you in this format, but we will always strive to provide what we can for you.

## **The right to object**

You have a right to object to how personal data about you is processed, in some instances. You may object to us processing your personal data for our “legitimate interests”, for example processing your personal data for research or statistical purposes.

If you object, then we will always endeavour to comply with your wishes.

## **The right to complain**

You have a right to complain to the regulator in the country in which you reside or where you believe any misuse of your data has taken place. The UK Information Commissioner’s Office can be contacted directly if you believe that we have failed to address your concerns. Their information may be found at [www.ico.org.uk](http://www.ico.org.uk)

Changes to this privacy policy may take place from time to time. Changes will be shown in this location by virtue of the amended notice.