

DATA PRIVACY NOTICE

Nowton Parish Council

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, i.e. name, address, age or telephone number. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. **Who are we?**

Nowton Parish Council is the Data Controller and the Parish Clerk is the appointed Data Protection Officer (contact details below). Nowton Parish Council decides how your personal data is processed and for what purposes. We process and hold your information in order to provide public services.

3. **What personal information is held?**

- The Electoral Register for the Parish.
- Details of regular contacts for local groups and contractors.
- Details in relation to planning applications and any comments thereon.
- Details of volunteers and vulnerable parishioners with regards to the Nowton Emergency Plan.

4. **How do we process your personal data?**

Nowton 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 personal data.

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

- Explicit consent of the data subject in order that we can keep you informed about news, events, activities and services in Nowton.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement:
- Processing is carried out by Nowton Parish Council and there is no disclosure to third parties without consent.

6. **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 or those involved with the Emergency Plan operation. Your personal data will not be disclosed to any third parties unless required by law or with your written consent.

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7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Nowton Parish Council Data Audit.

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 Nowton Parish Council Nowton holds;
- The right to request that Nowton 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 Nowton Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

10. Contact Details

To exercise all relevant rights or if you have any queries, please in the first instance contact Mrs Pauline Stoddart, Clerk, Nowton Parish Council:

Tel: 01284 789046 Email: paulinestoddart@hotmail.com

You can contact the Information Commissioners Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113