

## **DRAFT FOR REVIEW MARCH 2019**

### **FRITWELL PARISH COUNCIL - GENERAL PRIVACY NOTICE 2019**

**(This notice to be available on website, and the link to be included on all PC emails)**

#### **Your personal data – what is it?**

“Personal data” is any information about you that allows you to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information. 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.

This Privacy Notice is provided to you by Fritwell Parish Council which is the data controller for your data.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process names and email addresses to perform its tasks:.

The council 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 and collected only for the purposes that we have clearly explained to you here. Data we keep must be accurate and kept up to date. It must also be kept only as long as necessary for the purposes we have told you about, then destroyed securely.

We use your personal data to contact you by email to seek your views, opinions or comments and to notify you of changes to our facilities, services, events and staff, councillors and other role holders. We intend to only send you communications which you have requested and that may be of interest to you. This may include information about campaigns, appeals, other new projects or initiatives.

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

The council is a public authority and has certain 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. This Privacy Notice sets out your rights and the council’s obligations to you.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use. We do not share your personal data with anyone.

We will keep some records permanently if we are legally required to do so. Other data is removed and destroyed safely according to best practice guidelines for Parish Councils.

You have the following rights with respect to your personal data:

- 1) The right to access your personal data we hold
- 2) The right to correct and update the personal data we hold
- 3) The right to have your personal data erased
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
- 5) The right to have your data transferred to another controller.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

7) The right to lodge a complaint with the Information Commissioner's Office. (0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF).

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use and seeking your renewed permission.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page: [www.fritwell.org.uk](http://www.fritwell.org.uk). This Notice was last updated in April 2019.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Fritwell Parish Council

Email: [clerkfritwellparishcouncil@gmail.com](mailto:clerkfritwellparishcouncil@gmail.com)