

Catworth Parish Council

General Privacy Notice

Personal data – what is it?

Personal data refers to any information about a living individual which allows them to be identified. Examples include a name, photograph, video, email address or postal address. Identification can occur directly using the data itself or by combining it with other information that helps to identify an individual. For example, a list of staff may contain personnel ID numbers rather than names; however, if a separate list links those ID numbers to names, the first list would also be considered personal data.

The processing of personal data is governed by UK legislation, including the General Data Protection Regulation (UK GDPR) and other related laws, such as the Data Protection Act 2018 and the Human Rights Act 1998.

Who is responsible for your data?

This privacy notice is provided by Catworth Parish Council, which is the data controller for your data.

Other data controllers the Council works with include:

- local authorities
- community groups
- charities
- other not-for-profit entities
- contractors.

The Council may need to share the personal data it holds with other organisations, so that they can carry out their responsibilities to the Council. If both the Council and the other data controllers listed above are processing your data jointly for the same purpose, they are considered joint data controllers, meaning they share collective responsibility for your personal data. However, where each party processes your data independently for its own purposes, each organisation acts as an independent data controller. In such cases, if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should contact the relevant data controller directly.

A description of what personal data the Council processes and for what purposes is set out in this privacy notice.

Types of personal data processed

The Council may process some or all of the following types of personal data where necessary to perform its tasks:

- names, titles, aliases and photographs
- contact details such as telephone numbers, postal addresses and email addresses
- where relevant to the services provided by the Council, or where you have provided the information to the Council: gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependants
- where you make payments to the Council (for example to hire a hall or facility): financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers.

The personal data the Council processes may also include sensitive or special category data, such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union membership, genetic data, biometric data, data concerning sexual life or orientation.

How the Council uses sensitive personal data

The Council may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition, in order to monitor sick leave and take decisions on your fitness for work
- your racial or ethnic origin or religious or similar information, in order to monitor compliance with equal opportunities legislation
- to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as 'special categories of data' and require higher levels of protection. The Council is required to have an additional lawful basis or justification for collecting, storing and using this type of personal data.

The Council may process special categories of personal data in the following circumstances:

- in limited circumstances, with your explicit written consent
- where the Council needs to carry out its legal obligations
- where it is needed in the public interest.

Less commonly, the Council may process this type of personal data where it is necessary in connection with legal claims, to protect your vital interests (or those of another person) when you are unable to give consent, or where the information has already been made public by you.

Does the Council need consent to process sensitive personal data?

In limited circumstances, the Council may seek your explicit written consent to process certain special categories of personal data. If this is the case, you will be provided with full details of the information to be processed and the reasons for doing so, to enable you to make an informed decision about whether to provide consent.

Data protection principles

The Council will comply with data protection law. This states that personal data must be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that have been clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the stated purposes and limited only to those purposes
- accurate and kept up to date
- kept only as long as necessary for the stated purpose
- kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

How the Council uses personal data

The Council uses personal data for some or all of the following purposes:

- to deliver public services, including understanding residents' needs, providing requested services, informing individuals of other relevant services and improving local provision
- to confirm identity when required to provide certain services
- to contact individuals by post, email or telephone
- to help the Council assess and improve its performance
- to prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions
- to meet all legal and statutory obligations and powers, including any delegated functions
- to carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice, with the aim of ensuring that all children and adults at risk are provided with safe environments and protected from harm or injury
- to promote the interests of the Council
- to maintain the Council's own accounts and records
- to seek views, opinions or comments from residents
- to notify residents of changes to the Council's facilities, services, events, staff, councillors and other role holders
- to send communications which have been requested and that may be of interest, including information about campaigns, appeals, projects or initiatives
- to process relevant financial transactions, including grants and payments for goods and services supplied to the Council
- to allow the statistical analysis of data so the Council can plan the provision of services.

Processing may also include the use of CCTV systems for the prevention and prosecution of crime.

The legal basis for processing personal data

The Council is a public authority and has certain powers and obligations. Most personal data is processed for compliance with a legal obligation, which includes the discharge of the Council's statutory functions and powers. Sometimes, when exercising these powers or duties, it is necessary to process personal data of residents or people using the Council's services. The Council will always take into account individuals' interests and rights.

Personal data may also be processed if necessary for the performance of a contract, or to take steps to enter into a contract (for example the use of sports facilities or the acceptance of an allotment garden tenancy).

Where the use of personal data requires consent, the Council will obtain consent before processing.

Sharing personal data

This section provides information about the third parties with whom the Council may share personal data. These third parties have an obligation to put in place appropriate security measures and are responsible directly for the manner in which they process and protect personal data. It is likely that the Council will need to share data with some or all of the following (but only where necessary):

- the data controllers listed on page 1 of this document
- the Council's agents, suppliers and contractors (for example, the Council may ask a commercial provider to publish or distribute newsletters on its behalf, or to maintain its database software)
- on occasion, other local authorities or not-for-profit bodies involved in joint ventures (for example facilities or events for the community).

Retention of personal data

The Council will keep some records permanently if legally required to do so. It may keep other records for an extended period. For example, financial records are retained for a minimum period of eight years to support HMRC audits or provide tax information. The Council may have legal obligations to retain some data in connection with statutory obligations as a public authority.

Data may also be retained to defend or pursue claims. In some cases, the law imposes time limits for such claims (for example three years for personal injury claims or six years for contract claims). The Council will retain relevant data for as long as necessary for these purposes and delete it when no longer required.

Your rights and your personal data

You have the rights outlined below with respect to your personal data.

When exercising these rights, the Council may need to verify your identity for security purposes. In such cases, proof of your identity will be required before a request can be processed.

Right to access

You may contact the Council at any time to request the personal data held about you, as well as information on why it is held, who has access to it and where it was obtained from. Once the Council has received your request, a response will be provided within one month.

There are no fees or charges for the first request; however, additional or manifestly unfounded or excessive requests may incur an administrative fee.

Right to rectification

If the personal data held about you is out of date, incomplete or incorrect, you can inform the Council and it will be updated.

Right to erasure

If you believe the Council should no longer be using your personal data or is unlawfully using it, you can request that the Council erase the data held. The Council will confirm whether the data has been deleted or explain why it cannot be deleted (for example where there is a legal obligation to retain it).

Right to restrict or object to processing

You may request that the Council stop processing your personal data or restrict processing to certain purposes only. The Council will respond to confirm whether this is possible or whether there is a legal requirement to continue processing.

Right to data portability

You may request that the Council transfer some of your data to another controller. Where feasible, this will be completed within one month of receiving the request.

Right to withdraw consent

You can withdraw consent for any processing based on consent at any time by telephone, email or by post (see *Contact details* below).

Right to lodge a complaint

You can contact the Information Commissioner's Office on 0303 123 1113, via <https://ico.org.uk/global/contact-us/contact-us-public> or by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems that provide equivalent protection of personal rights, either through international agreements or contracts approved by the European Union.

Further processing

If the Council wishes to use your personal data for a new purpose, not covered by this privacy notice, you will be provided with a new notice explaining the intended use and the relevant processing conditions. Where necessary, the Council will seek prior consent to the new processing.

Changes to this notice

This privacy notice is reviewed regularly, and any updates will be published on the Catworth Parish Council website <https://catworthparishcouncil.gov.uk>

Contact details

Please contact the Council if you have any questions about this privacy notice or the personal data held about you, or to exercise all relevant rights, queries or complaints at:

The Data Controller, Catworth Parish Council

Email: clerk@catworthparishcouncil.gov.uk