# Privacy Policy of Rodsley and Yeaveley Parish Council - May 2018

**Personal Data**

This is any information about a living individual which allows them to be identified from that data. The processing of personal data is governed by legislation which applies in the United Kingdom including General Data Protection Regulation (the GDPR).

**This Privacy Policy** is provided by Rodsley and Yeaveley Parish Council and is the controller of your data.

**The personal details** held of the Parish Councillors and Clerk/RFO include telephone numbers, addresses, email addresses and bank details. Consent is required. The email addresses of some residents are also held with their consent. Invoices from suppliers for audit purposes are retained.

**The Parish Council will comply with data protection law** which means that data held - must be used lawfully, fairly and in a transparent way, collected only for valid purposes that have been clearly explained, accurate and up to date, Kept securely and only as long as necessary, destroyed securely when no longer relevant.

**Your personal data is used to –** to seek your views, opinions or comments, to prevent and detect fraud and corruption in the use of public funds, to notify you of changes in services, events and councillors or clerks, to send information that might be of interest, to process transactions including grants and payments for goods and services supplied to the council

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

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council’s statuary functions and powers. Sometimes it is necessary to process personal data of residents using the council’s services. We will always take into account your interests and rights. Sometimes your consent is required and this will always be obtained first.

**Sharing your personal data.**

The council will implement appropriate security measures to protect your personal data when it concerns sharing with other agencies, e.g. maintenance of software or other local authorities in relation to events for the community.

**How long do we keep your personal data?**

Some records are required legally to be kept permanently. HMRC audits must be kept for at least 8 years. The council is permitted to retain data for up to 6 years in order to defend or pursue claims. In general data will only be kept as long as it is needed and then it will be deleted.

**Your rights and your personal data**

When exercising any of the rights listed below, in order to process the request, we may need to verify your identity for security.

1. **The right to access personal data we hold on you**
2. **The right to correct and update the personal data we hold on you**
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 data portability**
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.**

Contact ICO on 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.

**Transfer of Data Abroad**

Any personal data transferred to countries (e.g. on the website) outside the European Economic Area will only be placed on systems giving equivalent protection approved by the European Union.

**Further Processing**

If we wish to use your data for a new purpose, not covered by this policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions and requesting your consent.

**Changes to this policy**

This policy will be kept under regular review and any updates posted on the website at - https://rodsleyandyeaveleypc.com

**Contact Details**

Please contact us if you have any questions at clerkrodsandyeavpc@outlook.com