



PRIVACY NOTICE

As approved at a meeting of Meppershall Parish Council on 11th June 2018

1. YOUR PRIVACY

We **Meppershall Parish Council**, hereafter called “**The Council**” are a Data Controller of your personal data. We are committed to protecting your privacy when you contact us or use our services. This Privacy Notice explains how we use information about you and how we protect your privacy.

Our contact details are: *Email: clerk@meppershall.org Post: C/o The Clerk, Meppershall Parish Council, 30 Cherry Trees, Lower Stondon, Bedfordshire, SG16 6DT*

2. WHAT IS PERSONAL INFORMATION?

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details. Some information is ‘special’ and needs more protection due to its sensitivity. It’s often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

3. WHY WE MAY NEED YOU PERSONAL INFORMATION

We may need to use some information about you to:

- deliver services and support to you
- manage those services and support we provide to you
- respond to correspondence received from you
- help investigate any complaints you have about us or our services
- maintain organisational management and auditing, including accounting

4. THE COUNCILS RIGHT TO USE YOUR PERSONAL INFORMATION

There are a number of legal reasons why we need to collect and use your personal information.

Generally, we collect and use personal information where;

- you, or your legal representative, have given consent,
- you have entered into a contract with us,
- it is necessary to perform our statutory duties,
- it is required by law,
- it is necessary for employment purposes,
- you have made your information publicly available,
- it is to the benefit of society as a whole,
- it is necessary for archiving, research, or statistical purposes,

If we rely on your consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact us by email or post so that we can deal with your request (*see section 1 above*).

5. WE ONLY USE WHAT WE NEED

Where we can, we will only collect and use personal information if we need it to deliver a service or meet a requirement. For example, in a survey we may not need your contact details, so we'll only collect your survey responses.

We don't pass on, sell or share your personal information with any other person or organisation without your prior consent or where current UK legislation compels us to do so e.g.: HMRC

6. YOUR RIGHTS

The law gives you a number of rights to control what personal information is used by us and how is used by us.

- **Right to be informed** – You must be told about the processing of your personal information.
- **Right of access to information** - You have the right to request access to the information we have on you. You can do this by contacting us by email or post but please note that you will be required to provide proof of identity.
- **Right to rectification** - If you believe that the information we have about you is inaccurate; you may contact us so that we can update it and keep your data accurate.
- **Right to erasure (right to be forgotten)** – In some circumstances you can ask for personal information to be deleted; for example, where you have removed consent for us to use your information. Where possible we'll seek to comply with your request, but we may need to hold or use information because we are required to by law.
- **Right to restrict processing** – You can request that we restrict the use of your personal information where you have identified inaccurate information, and have told us about it and where we have no legal reason to use that information, but you want us to restrict what we use it for rather than erase the information altogether. You have the right to ask us to stop using your personal information for any council service. However, if this request is approved this may cause delays or prevent us delivering that service.
- **Right to move, copy or transfer personal information** – Also called 'data portability
- **Rights in relation to automated decision making** – This may have a legal effect or otherwise significantly affects you. The council does not make use of this.
- **Right to Object** - If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting us by email or post.

7. INFORMATION SECURITY

The Council has a duty of care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

Examples include:

- encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password)
- controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong
- Keeping up to date on the latest security updates (commonly called patches)

The majority of personal information is stored on systems in the UK. However, please note that we occasionally use third-party online tools. We'll take all practical steps to make sure your personal information is not sent to a country that is not seen as 'safe' either by the UK or EU governments.

We currently use Carbonite to back up data files. Carbonite uses servers that are based in the USA, therefore, personal information may be transferred outside of the EEA. For more information, please view [Carbonite's Privacy Policy](#).

8. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded. There's often a legal reason for keeping your personal information for a set period of time, we try to include all of these in our Retention Schedule.

9. TO SUM UP

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We will constantly review this Privacy Notice to keep it up to date in protecting your data and in order to reflect changes in the law and / or our privacy policies.

10. COMPLAINTS

If you have a complaint regarding the way your personal data has been processed by us you may make a complaint to our Data Protection Officer - *Jayne Cole, Chief Executive Officer, Local Council Public Advisory Service, The Vision Centre, 5 Eastern Way, Bury St Edmunds, Suffolk, IP32 7AB, Tel: 01284 766885.*

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at: *Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113. Alternatively, visit the [ICO's website](#) or email casework@ico.org.uk*

11. ADDITIONAL INFORMATION FOR VISITORS TO OUR WEBSITE

Cookies - Cookies are small text files that are placed on your computer by websites that you visit. We use cookies to aid navigation around our site.

IP addresses - We do not collect IP addresses. We collect the browser type to ensure our website is displayed correctly on your device.

Links to other websites - Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.