

ST STEPHEN BY LAUNCESTON RURAL PARISH COUNCIL

GENERAL PRIVACY NOTICE JULY 2023

“Personal data” is any information about a living individual which allows them 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 which helps to identify a living individual. 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 St Stephen by Launceston Rural Parish Council which is the data controller for your data.

The council works with other data controllers such as:

- community groups, charities and contractors.

We will not share your personal data with anyone, including other data controllers, without your permission.

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

The council might process the following personal data where necessary to perform its tasks:

- names, titles, aliases, photographs
- contact details such as telephone numbers, addresses, email addresses

Sensitive personal data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data. St Stephen by Launceston Rural Parish Council has no requirement to collect sensitive personal data.

The council will comply with data protection law which states that the personal data we hold about you must be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about

- 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

We use your personal data for some, or all, of the following purposes:

- when you are taking part in an event organised by the council that requires personal data
- to process relevant financial transactions including grants and payments for goods and services supplied to the council

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. It is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

When exercising any of the rights listed below in order to process your request we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights:

- the right to access personal data we hold on you - at any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee
- the right to correct and update personal data we hold on you - if the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated
- the right to have your personal data erased - if you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted, or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation)

- the right to object to processing of your personal data - you have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data
- the right to data portability - you have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request
- the right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained - you can withdraw your consent easily by telephone, email, or by post (see contact details below)
- the right to lodge a complaint with the Information Commissioner's Office - you can contact the Information Commissioner's Office 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

We shall keep this Privacy Notice under regular review.

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

Parish Clerk

St Stephen by Launceston Rural Parish Council

8 St Stephen's Hill

Launceston PL15 8HN

Email: johnc.conway@hotmail.co.uk