

# **BODENHAM PARISH COUNCIL**

## **PRIVACY NOTICE**

### **Information Held About You**

1. In order for the Parish Council to conduct its business on behalf of local residents and businesses, it is necessary for us to collect and hold personal information about you. This information will include:

- basic details about you such as your address, telephone number and email address;
- information about the roles you play within the Parish, for example as a member of the Parish Council itself, as a committee member of a local club, society or other organisation, or as a volunteer within the Bodenham Flood Protection Group (BFPG);
- information about you and your business, if you advertise on the Parish Website or through the Bodenham *Newsletter*.
- records, such as the Minutes of Parish Council Meetings, which contain details of contacts we have had with you.
- correspondence we have had with you.
- records of financial transactions we have had with you, for example the refunding to you of expenses incurred by you on behalf of the Parish Council;
- contractual records and related information if you provide a service to the Parish Council;

### **Who is Processing your Data?**

2. All personal data held by the Parish Council is processed in accordance with data protection law. The Data Controller for the information outlined in this Privacy Notice is Bodenham Parish Council whose Data Processors are:

- The Parish Clerk for the main Parish Council records;
- The Secretary of the Bodenham Flood Protection Group for records relating to the BFPG, which is a voluntary group acting under the auspices of the Parish Council;
- The Administrator of the Bodenham Parish Website for records required for the maintenance of the Website;
- The person nominated from time to time to manage income and expenditure related to the Bodenham *Newsletter*.

## **How will We Use the Information We Hold about You?**

3. The Parish Council will collect and use information about you (where applicable) to enable us to contact you when necessary for the conduct of Parish Council business, including:

- Providing you with information about current issues, or seeking your views on such matters;
- Organising and running the activities of the BFPG;
- Maintaining and updating the information published on the Parish Website;
- Monitoring and managing any contract we may have with you.

## **What is the Legal Basis for Us to Process Information about You?**

4. The legal basis for processing the data is:

- Your consent, which you can withdraw at any time by notifying us;
- Our legal obligations under government and other legislation;
- Where applicable, carrying out of a contract to which you are a party;
- The prevention and/or detection of crime

## **Who will We Share your Information with?**

5. The Parish Council may share your information with Herefordshire Council, with their contractors, Balfour Beatty Living Places, with Welsh Water and/or with Western Power Distribution, for example over issues relating to planning applications, road safety, flooding or other emergencies.

6. We will not normally share your information with organisations other than Herefordshire Council or Balfour Beatty Living Places without your consent. However, there may be certain circumstances where we would share without consent, such as where we are required to do so by law, to safeguard public safety, or in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information required for the purpose will be shared.

## **How Long do We Keep your Records?**

7. We will only keep your information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for no longer than is required by the Parish Council's Document Retention and Disposal Policy. All information will be held securely and destroyed under confidential conditions.

## Your Rights

8. You have a number of rights under data protection law, including the right to request a copy of the information which we hold about you and to request that this information be amended or erased if it is incorrect.

9. To exercise these rights, you will need to put your request in writing and provide proof of identification to The Parish Clerk, Dr C.D. Smith, at [bodenhamccclerk@gmail.com](mailto:bodenhamccclerk@gmail.com) or by post to him at Lambe Corner, Venns Green, Sutton, Herefordshire HR1 3DD.

10. You also have the right to make a complaint about our handling of your personal data to the Information Commissioner's Office at <https://ico.org.uk/>

## Providing Accurate Information

11. It is important that we hold accurate and up to date information about you in order to provide our service to you and the local community. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

## Further Information

12. If you have any questions or concerns about how your information is used, please contact The Parish Clerk in the first instance.

13. More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

Adopted by the Parish Council on 6 August 2018