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| **Parish logo.jpg** | **Stogursey Parish Council****GENERAL DATA PROTECTION REGULATIONS****GENERAL PRIVACY NOTICE**(for residents and members of the general public)**(Approved and Adopted at the Parish Council meeting on 11 September 2018)** |

1. **Your personal data – what is it?**

“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 the General Data Protection Regulation (GDPR) 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

1. **Who are we?**

This Privacy Notice is provided to you by Stogursey Parish Council which is the data controller for your data.

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

1. **Stogursey Parish council will process some or all of the following personal data where necessary to perform its tasks:**
* Contact details such as telephone numbers, addresses, and email addresses;
* Electoral Roll data
1. **Stogursey parish council will comply with data protection law. This says 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 to protect personal data from loss, misuse, unauthorised access and disclosure.
1. **We use your personal data for some or all of the following purposes:**
* To enable us to provide a service for the benefit of the community
* To contact you by post, email, or telephone
* To enable us to meet all legal and statutory obligations and powers including any delegated functions;
* To promote the interests of the council;
* To maintain our own accounts and records;
* To seek your views, opinions or comments;
* To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
* To send you communications which you have requested and that may be of interest to you. These may include information about new projects or initiatives;
* To process relevant financial transactions including grants and payments for goods and services supplied to the council
1. **What is the legal basis for processing your personal data?**

Stogursey Parish council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council’s statutory functions and powers.

Sometimes the use of your personal data requires your explicit consent. We will first obtain your consent to that use.

1. **Sharing your personal data**

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

* West Somerset District Council
* Taunton Deane Borough Council
* Somerset County Council
1. **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. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. 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.

1. **Your rights and your personal data**

You have the following rights with respect to your personal data:

* 1. *The right to access personal data we hold on you*
	2. *The right to request Stogursey Parish Council to correct and update any personal data we hold on you if it is inaccurate or out of date.*
	3. *The right to have your personal data erased where it is no longer necessary for Stogursey Parish Council to retain such data*
	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 – if you wish that we transfer some of your data to another controller where feasible.*
	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.* You can contact the Information Commissioners 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.
1. **Further processing**

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

1. **Changes to this notice**

We will keep this Privacy Notice under regular review and we will place any updates on the parish website, Stogursey-online. This Notice was last updated in August 2018.

1. **Contact Details**

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 is Stogursey Parish Council

The Date Processor on behalf of the Parish Council is the Parish Clerk

Gillian Orchard – telephone 01278 653824 or Email: stogurseypcclerk@gmail.com

***Approved at a meeting of Stogursey Parish Council on Tuesday 11 September 2018***