

Pangbourne Parish Council

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GENERAL PRIVACY NOTICE

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).

Who are we?

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

Examples of other data controllers the Parish Council works with:

- Other Local Authorities including other Parish and Town Councils, and other Local Authority levels such as West Berkshire Council
- Contractors and Service Providers
- Community and not for profit bodies
- Other Statutory Bodies or Advisory Bodies
- Commercial service providers – in relation to work as a Burial Authority
- Policing Authorities

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

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

How do we get your information and why do we have it

- Most of the personal information we process is provided to us directly by you for one of the following reasons:
 - a. So that it is possible to contact you, respond to correspondence , send invoices and receipts in line with your hire agreement, allotment tenancy, cemetery arrangements or sporting arrangements.
 - b. So that it is possible to contact you , respond to your correspondence and retain information relating to your time in office /employment with the council. The council asks that council members provide a dedicated email address for conducting council business
 - c. So that it is possible to contact you, respond to your correspondence, provide information, deal with matters on any other item of correspondence where you have contacted /been contacted by the council so that we are able to carry out the council function required

- We may also receive personal information indirectly, from other sources including in the following scenarios:
 - a. From External Service Providers for the purposes of carrying out our functions as a Burial Authority
 - b. CCTV footage for the purposes of operating a CCTV system
 - c. From another Local Authority

- We may share this information (only where necessary and legal to do so) with other statutory bodies, local authorities or service providers as listed above in the “examples of other data controllers the parish council work with” to enable the council to carry out its functions or legal obligations

- Under the UK General Data Protection Regulation (GDPR) , the lawful bases we rely on for processing this information are:
 - a. Your consent. You are able to remove your consent at any time. You can do this by contacting clerk@pangbourne-pc.gov.uk
 - b. We have a legal obligation
 - c. We have a contractual obligation
 - d. We have a vital interest
 - e. We need it to perform a public task
 - f. We have a legitimate interest

What is the legal basis for processing your data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation or to perform a public task which includes the discharge of the Council’s statutory functions and powers . Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council’s services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council’s obligations to you.

We may process personal data if it is necessary for the performance of a contract with you or take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports or hall facilities or the acceptance of an allotment plot or use of the cemetery. Sometimes the use of your personal data requires your consent . We will first obtain your consent to that use.

The type of personal information we collect and process where necessary to perform our tasks:

We currently collect and process the following information:

- a. Personal identifiers, contacts and characteristics (for example, name and contact details including email, telephone, home address), Titles and aliases;
- b. Photographs and Images;
- c. Where relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents;
- d. Where you pay for activities such as use of a council hall, allotment or cemetery arrangements, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers , and claim numbers
- e. Employee data such as PAYE data , personnel records.
- f. Councillor and Member data such as Public Register of Interests and any relevant personal data and/or contact details
- g. All Cemetery Records relating to ownership, maintenance and use of grave plots
- h. All Allotment Records relating to allotment tenancies
- i. Data relating to roles within community and not for profit groups that we work with
- j. Data associated with the use of our website or social media

We use your personal data for the following purposes:

- a. To deliver public services including to understand your needs to provides the services that you request and to understand what we can do for you and inform you of ither relevant services;
- b. To confirm your identity to provide some services;
- c. To contact you by post, email or telephone;
- d. To help us build up a picture of how we are performing
- e. To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions;
- f. To enable us to meet all legal and statutory obligations and powers including any delegated functions

- g. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults at risk are provided with safe environments and generally as necessary to protect individuals from harm and injury;
- h. To promote the interests of the Council;
- i. To maintain our own accounts and records;
- j. To seek your views, opinions and comments;
- k. To notify you of changes to our facilities, services, events and staff, Councillors and other role holders;
- l. To send you communications which you may have requested and that may be of interest to you. This may include information about campaigns, appeals, projects or initiatives;
- m. To process relevant financial transactions including grants and payments for goods and services supplied to and by the council;
- n. To allow statistical analysis of data so that we can plan the provision of services;
- o. Our processing may also include the processing of CCTV data for the prevention and prosecution of crime

How we use sensitive personal data

- We may process sensitive personal data in order to comply with legal requirements and obligations to third parties.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

How we store your personal information

Pangbourne Parish Council has a duty 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 the appropriate technical measures and appropriate policies.

We will only keep your data for the purpose for which it was collected and only for as long as necessary, after which time it will be deleted. (You may request deletion of your data held by Pangbourne Parish Council at any time unless we have a legal duty to hold it).

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

When exercising this right, in order to process your request, we may need to verify your identity for security.

At any point you can contact us to request the personal data we hold on you.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Clerk@pangbourne-pc.gov.uk, 0118 984 1118, Parish Office, Pangbourne Village Hall, Station Road, Pangbourne, RG87AN if you wish to make a request.

How to complain

If you have any questions about this Privacy Notice or concerns about our use of your personal information, you can make a complaint to the Data Controller at Pangbourne Parish Council

Email: Clerk@Pangbourne-pc.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>