

DATA PRIVACY STATEMENT

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The St Nicholas Hurst Parish Council (SNHPC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The SNHPC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes to: -

- administer membership to Hurst Allotment Holders;
- maintain our financial accounts and records;
- provide news and information about events, where appropriate;
- promote the interests of the SNHPC;
- manage employees and/or volunteers;
- enable the SNHPC to provide voluntary services for the benefit of the public in our local community;
- provide contact details of officers and others with specific responsibilities.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the SNHPC in order to carry out a service to others or for purposes connected with the Parish Council and its business. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data in accordance with the data retention schedule attached at Appendix A.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data the: -

- right to request a copy of the personal data which the SNHPC holds about you (a Subject Access Request or 'SAR');
- right to request that the SNHPC corrects any personal data if it is found to be inaccurate or out of date;
- right to request your personal data is erased where it is no longer necessary for the SNHPC to retain such data;
- right to withdraw your consent to the processing at any time;
- right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- right to object to the processing of personal data;
- right to lodge a complaint with the Information Commissioners Office.

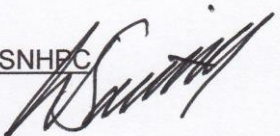
8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Clerk to SNHPC, on 01189 798914 or E-mail clerk@hurstpc.org.uk

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.

Agreed by SNHPC
Chairman: 
Date: 11/6/18

Appendix A

Record Type	Retention Period
Councillor details, including declarations of interests	Indefinitely until individual is no longer involved with the Parish Council
Personal data relating to events for which additional information is gathered	Disposed of immediately after the event unless anything has occurred (e.g. and accident) which indicates that records should be retained for a longer period.
E-Mails & routine correspondence	3 years unless required for historical reference.
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minutes of Parish Council meetings.	Indefinitely
Employee Records (if required)	6 years after the date of termination of employment