

# ROCKHAMPTON PARISH COUNCIL

## GENERAL DATA PROTECTION POLICY

<b>DOCUMENT HISTORY</b>			
<b>Revision No</b>	<b>Details</b>	<b>Minute Ref</b>	<b>Date approved</b>
<b>1</b>	<b>1<sup>st</sup> issue</b>	<b>05/18/18</b>	<b>14/05/2018</b>
<b>REVIEW</b>	No changes are required to policy, however comment added that this policy should be reviewed on an annual basis.	<b>20/046</b>	<b>17/08/2020</b>
<b>REVIEW</b>	Reviewed and approved	<b>116/21.3.1.</b>	<b>23/08/2021</b>
<b>REVIEW</b>	Reviewed and approved	<b>238/23.2.</b>	<b>21/06/2023</b>


## **PARISH COUNCIL PRIVACY NOTICE**

Rockhampton parish council is committed to keeping your personal information accurate and up to date and will not keep your information longer than necessary. This privacy notice explains how we use your personal information and the ways in which we protect your privacy. This notice applies to all personal data collected for or on behalf of the Rockhampton parish council. This includes information collected by letter, email, face to face, telephone or online.

### **Contacting Rockhampton Parish Council**

When you contact Rockhampton parish council, the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party unless the council has a statutory obligation to collect or use personal information.

### **The Council's Right to Process Information**

- General Data Protection Regulations Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Rockhampton Parish Council has a duty to ensure the security of personal and that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. The council will only keep your data for

the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Rockhampton Parish Council at any time).

### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Access to Information**

You have the right to request access to the information we have on you and can do this by contacting the Parish Clerk.

### **Correction to information**

If you believe the council holds incorrect information about you, you may contact us so that we can update it and keep your data accurate. Please contact the Parish Clerk to request this.

### **Deletion of information**

If you wish Rockhampton Parish Council to delete the information about you, please contact the Parish Clerk to request this. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object please contact Rockhampton Parish Council to object.

### **Rights Related to Automated Decision Making and Profiling**

Rockhampton Parish Council does not use any form of automated decision making or the profiling of individual personal data.

### **Conclusion**

In accordance with the law, the council only collects a limited amount of information about you that is necessary for correspondence, information and service provision.

It does not:

- use profiling,
- sell or pass your data to third parties.
- use your data for purposes other than those specified.

The council makes sure your data is stored securely and will delete all information deemed to be no longer necessary. The council will review its Privacy Policies to ensure data is protected.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Rockhampton Parish Council and the Information Commissioner using their website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

This policy will be reviewed on an annual basis