



# Tetsworth Parish Council

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## GDPR Privacy Notice

Tetsworth Parish Council holds and processes information about employees, councillors, residents and other data subjects for administrative purposes. When handling such information the Parish Council, and all staff or others who process or use the information, must comply with the Data Protection principles as set out in the GDPR

“Processing” refers to any action involving personal information, including obtaining, viewing, copying, amending, adding, deleting, extracting, storing, disclosing or destroying information. “Personal data” is information about an identifiable, living individual. “Sensitive personal data” is personal data consisting of information relating to racial or ethnic origin, political opinion, religious or other beliefs, trade union membership, physical or mental health or condition, sexual orientation or criminal proceedings or convictions.

Tetsworth Parish Council will ensure that any processing of personal data for which it is responsible complies with the Act and is responsible for:

- i. fully observing conditions regarding the fair collection and use of information;
- ii. meeting the Council’s legal obligations to specify the purposes for which information is used;
- iii. collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements;
- iv. ensuring the quality of information used;
- v. applying strict checks to determine the length of time that information is held;
- vi. ensuring that the rights of the people whom information is held are able to be fully exercised under the Act;
- vii. taking appropriate technical and organisational security measures to safeguard personal information;
- viii. ensuring that personal information is not transferred abroad without suitable safeguards;
- ix. ensuring that everyone managing and handling personal information:
  - a. fully understands that they are contractually responsible for following good practice in terms of protection;
  - b. is adequately trained to do so;
  - c. are appropriately supervised.

The Council will not process any data relating to children (under the age of 13) without the express consent of their parent/guardian.

The Council stores and retains personal data on paper and/or on a password-protected computer system. The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements.

Any employee, councillor, resident or other data subject has a right to:

- i. ask what personal information the Council holds;
- ii. ask what this information is used for;
- iii. be provided with a copy of the information;
- iv. be given details of the purposes for which the Council uses the information and any other persons organisations to whom it is disclosed;
- v. ask that any incorrect data held is corrected.

Tetsworth Parish Council only collects a limited amount of information, normally name, address, phone no and email address. It will not use this information for commercial purposes or sell the information on to third parties for marketing purposes. It will make sure that your data is stored securely and it will delete all information that is no longer required.

Any individual who believes that the Council has breached any of the data protection requirements should raise the matter with any of the councillors or the Parish Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Email [casework@ico.org.uk](mailto:casework@ico.org.uk) or telephone **03031231113**