



Council Name: Hail Weston Parish Council

Email Address: clerk@hailweston.org.uk

Privacy Notice for councillors, staff and volunteers

The personal information you provide to Hail Weston Parish Council (HWPC) such as name, address, email address, phone number, details of interests and other relevant information will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Partner - means anyone we work with as we deliver services such as local council groups, other local services and contractors.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Vital interests - Personal data may be processed to protect the 'vital interests' of the data subject, e.g. in a life or death situation it is permissible to use a person's medical or emergency contact information without their consent.

The Council asks that you provide a dedicated email address for conducting Council business.

HWPC's Right to Process Information

HWPC will ensure that at least one of the following conditions is met before personal information is processed:

- Positive consent of the data subject has been given
- Processing is necessary for the performance of a contract or agreement with the data subject
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- 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

Data Security

HWPC will ensure the security of personal data. We make sure that personal data is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is achieved through appropriate technical measures and through application of the HWPC Data management policy.

We 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. For further detail see the HWPC retention and disposal policy.

Personal data will not be transferred to a country or territory outside the European Economic Area except where an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data is ensured.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: *(hailwestonpc@outlook.com)

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: hailwestonpc@outlook.com to request this.

Information Deletion

If you wish clerk@hailweston.org.uk to delete the information about you please contact: hailwestonpc@outlook.com to request this.

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 clerk@hailweston.org.uk to object.

Rights Related to Automated Decision Making and Profiling

HWPC does not use any form of automated decision making or the profiling of individuals using personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Data Information Officer at hailwestonpc@outlook.com or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary: In accordance with the law, Hail Weston Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Hail Weston Parish Council do not use profiling, we do not sell or pass your data to third parties. Hail Weston Parish Council do not use your data for purposes other than those specified. Hail Weston Parish Council make sure your data is stored securely. Hail Weston Parish Council delete all information deemed to be no longer necessary. Hail Weston Parish Council constantly review our Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).