

Earnley Parish Council Privacy Notice

Our contact details

Name: Vicky Middleton-Head

Address: 26 Hornbeam Walk, Bracklesham, CHICHESTER, West Sussex PO20 8FN

Phone Number: 07947421264

E-mail: clerk@earnleypc.org **Website:** www.earnleypc.org

This privacy notice is to aid transparency between Earnley Parish Council and those that interact with us regarding how we use your data and what your rights are regarding that data.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example name and contact details)
- IP addresses of visitors to our website
- Email addresses of those individuals that interact with us or who sign up to our newsletter
- Financial information for users of council services
- Employee details
- We collect special category data as part of the process of bookings paid for council services and special category data as part of our employment records

How we get your personal information and why we collect it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of council services
- To allow us deliver a contractual service to you
- Because you wish us to make representations on your behalf

We use the information that you have given us in order to provide the service that you have requested of us.

We may share this information with our employees and/or professional advisors, third party service providers who provide services to us, for example hall booking secretary.

Under the 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 the Parish Clerk at clerk@earnleypc.org, or by writing to the Parish Clerk, 26 Hornbeam Walk, Bracklesham, Chichester, West Sussex, PO20 8FN

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

How we store your personal information

Your information is securely stored in Microsoft Office 365 cloud storage system, the servers are located within the EEA.

- We keep Financial and employee records for 6 years.
- We keep emails and correspondence that you send us and we send you, for 2 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it we will then dispose of this information by deleting electronic data and secure disposal of paper records for which secure destruction will be kept available.

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.

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@earnleypc.org, or by writing to The Parish Clerk, 26 Hornbeam Walk, Bracklesham, Chichester, West Sussex, PO20 8FN if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at clerk@earnleypc.org or by writing to The Parish Clerk, 26 Hornbeam Walk, Bracklesham, Chichester, West Sussex, PO20 8FN if you wish to make a request.

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>