

# Rimpton Parish Council

## Privacy Notice

Last edited 09 May 2018 RB

Rimpton Parish Council is committed to protecting your privacy when undertaking its functions on your behalf. The General Data Protection Regulation (GDPR) that became law on 25<sup>th</sup> May 2018 requires us to explain how we use any **personal information** that we hold and how we protect your privacy: this is set out in our Privacy Notice.

As a small Parish Council we keep very little personal information. **We do not routinely collect or store personal information about residents** and most of the information that we do hold is in the context of some form of correspondence. The Parish Clerk is required to hold a copy of the Electoral Register but because it contains personal information, it is not allowed to be accessed by the public.

Some personal information is exempt from the GDPR, for example if it is already in the public domain, or if it is part of a statutory process like a planning application. You can find full details of such exemptions on the Information Commissioner's Office website or by contacting the Information Commissioner's Office – the details for which appear at the end of this document.

We hope the following Notice will provide reassurance that any personal information that we do hold is processed (used or stored) in compliance with the new Regulation. It will be reviewed in the light of any future changes to the legislation. The limited scope of Rimpton Parish Council's functions and activities means that it has very little personal data to process and protect, but for the avoidance of doubt and for completeness, this Notice describes in detail all our obligations as a Parish Council, and your rights, under the new Regulation. These apply to both digital and paper-based information.

If you have any concerns or questions about how we look after your personal information or rights you may wish to invoke, please contact the Clerk to Rimpton Parish Council at [rimpton.parish.council@outlook.com](mailto:rimpton.parish.council@outlook.com) or on 01935 850692, or at The Cobblers, High Street, Queen Camel, Yeovil, Somerset BA22 7NE.

## Do you know what personal information is?

Personal information can be anything that identifies and relates to a living person. This can include information that, when put together with other information, can identify a person. For example this could be simply your email address or phone number.

## Did you know that some types of personal information are regarded as 'special'?

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you such as information about your health, beliefs or politics. **Rimpton Parish Council does not (and does not need to) collect or hold any of this type of personal information in the execution of its functions.**

## Why may your personal information be needed?

Public authorities may need to hold some personal information about you to:

- deliver the services and functions they are mandated to provide for you;
- manage those services and functions they provide for you;
- train and manage the tasks of the employees and contractors who help to deliver those services;
- help investigate any worries or complaints you have brought to their attention;
- keep track of spending on services;
- check the quality of services;
- potentially to help with research and planning of new services.

## How the law allows us to use your personal information

There are a number of reasons why we may need to collect and use your personal information.

Generally, we collect and use personal information in the situation where:

- you, or your legal representative, have given consent;
- you have entered into a contract with us;
- it is necessary to perform our statutory duties;
- it is necessary to protect someone in an emergency;
- it is required by law;
- it is necessary for employment purposes;
- you have made your information publicly available.

If we have your consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact the Clerk to Rimpton Parish Council at [rimpton.parish.council@outlook.com](mailto:rimpton.parish.council@outlook.com) or on 01935 850692, or at The Cobblers, High Street, Queen Camel, Yeovil, Somerset BA22 7NE.

## We only use what we need

Where we can, we'll only collect and use personal information if we need it to deliver a service or meet a requirement.

If we don't need personal information we won't ask you for it – or if we already have it we'll keep it anonymous. For example we will not generally ask for contact details on survey responses.

If we use your personal information for research and analysis, we'll always keep you anonymous or use a different name unless you've agreed that your personal information can be used for that research.

We don't pass on or sell your personal information to anyone else, unless required to by law.

## What you can request about your information that we might hold

The law gives you a number of rights to control *what* personal information is used by us, and *how* it is used by us.

- **you can ask for access to the information we hold on you.** When we receive a request from you in writing, we must give you access to everything we've recorded about you. However, we can't let you see any parts of your record which contain:
  - confidential information about other people;
  - information that a professional thinks will cause serious harm to your or someone else's physical or mental wellbeing; or
  - if we think that giving you the information may compromise the prevention or detection of a crime.

This applies to personal information that is in both paper and electronic records. If you ask us to, we'll also let others see your record (except if one of the points above applies).

If you can't ask for your records in writing, we'll make sure there are other ways that you can. If you have any queries about access to your information, please contact the Clerk to Rimpleton Parish Council at [rimpleton.parish.council@outlook.com](mailto:rimpleton.parish.council@outlook.com) or on 01935 850692, or at The Cobblers, High Street, Queen Camel, Yeovil, Somerset BA22 7NE.

- **you can ask to change information you think is inaccurate.** You should let us know if you think we hold information about you that is incorrect or inaccurate. We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it. If you are concerned about the accuracy of information we may hold, please contact the Clerk to Rimpleton Parish Council at [rimpleton.parish.council@outlook.com](mailto:rimpleton.parish.council@outlook.com) or on 01935 850692, or at The Cobblers, High Street, Queen Camel, Yeovil, Somerset BA22 7NE.

- **you can ask us to delete information (the right to be forgotten).** This is possible in particular circumstances, for example:
  - where your personal information is no longer needed for the reason it was collected in the first place;
  - where there is no legal reason for the use of your information;
  - where you have removed your consent for us to use your information (where there is no other legal reason for us to use it);
  - where deleting the information is a legal requirement;

Where your personal information has been shared with others we'll do what we can to make sure those using your personal information comply with your request for erasure.

Please note that we can't delete your information where:

- we're required to have it by law;
  - it is used for freedom of expression;
  - it is used for public health purposes;
  - it is required for statutory research or statistical purposes where deletion would invalidate the study;
  - it is necessary for any on-going legal claim/s.
- **you can ask to limit what we use your personal data for.** You have the right to ask us this where:
    - you have identified inaccurate information, and have told us of it;
    - we have no legal reason to use that information but you want us to restrict what we use it for rather than erase it completely.

When information is restricted it may only be used with your consent to handle legal claims and protect others, or where it is required in the public interest. Where we've agreed to restriction of use, we'll inform you before we carry on using your personal information.

You have the right to ask us to stop using your personal information for any Parish Council service. However, if this request is approved this may cause delays or prevent us delivering that service.

We'll always seek to comply with your request to erase your information, but we may need to hold or use it because we are required to by law.

- **you can ask to have your information moved to another provider (data portability).** You have the right to ask for your personal information to be given back to you or another service provider of your choice in a commonly used format. This is called data portability - but this only applies if we're using your personal information with your consent (rather than because we're required to by law) and where decisions were made by a computer and not a human

being. However, in reality, it's likely that data portability will not apply to any of the services you receive from this Parish Council.

## How do we protect your information?

We will do whatever we can to make sure any information we do hold about you (on paper and electronically) is secure, and we will only make it available to those who have a right to see it. Examples of aspects of our security include:

- encryption - meaning that back-up computer files and folders are locked so that they cannot be read without special knowledge. This is done with a secret code or what's called a 'cypher'. The information is said to then be 'encrypted';
- controlling access to systems and networks by passwords allows us to prevent people who are not allowed to view your personal information from getting access to it;
- training updates allow us to be aware of how to handle information, and how and when to report when something goes wrong;
- keeping abreast of the latest software updates (commonly called patches);
- keeping our laptop and paper records in a secure location.

## Where in the world is your information?

Our paper records and laptop computer are kept securely at the home of the Parish Clerk. The laptop is backed up as encrypted data to a UK-based provider of cloud storage. No Parish Councillor keeps any Personal Information, either paper-based or electronic, in their own personal systems.

## How long do we keep your personal information?

In general, we would aim to hold any personal information only so long as it is needed to serve the purpose for which it is held, unless there's a legal reason for keeping it for a set period of time.

## Your use of the Parish Council's website

Our website provider logs certain pieces of information about visits to the site, such as the Internet Protocol (IP) addresses of devices used to access it, so that we can see the number of times our site is visited. It stores information about how visitors find or access the site, how much time they spend there, what pages they visit and what links they click on. We do this to ensure that the website is meeting residents' needs and to understand how we can make it work better. Most if not all websites do this - not just ours. Importantly, we do not collect or store any other personal information (e.g. your name or address) so this data **does not identify who you are**. We also look at the content of 3<sup>rd</sup> party contributors to the site (e.g. the Parish Magazine) for compliance with the GDPR.

## Where can I get advice?

If you have any worries or questions about how your personal information is handled please contact the Clerk to Rimpleton Parish Council in the first instance at [rimpleton.pariah.council@outlook.com](mailto:rimpleton.pariah.council@outlook.com) or on 01935 850692, or at The Cobblers, High Street, Queen Camel, Yeovil, Somerset BA22 7NE.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).