

TIBBERTON PARISH COUNCIL

GENERAL PRIVACY NOTICE

Tibberton Parish Council is a Data Controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulations GDPR 2018.

The representative for TPC is the Clerk, Rachel Hinton-Jones who is contactable at clerk@tibbertonparishcouncil.gov.uk

Your personal data – what is it?

“Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by directly using the data itself or by combining it with other information, which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data that applies in the United Kingdom including the Data Protection Act 2018, which sits alongside the General Data Protection Regulation EU 2016/79 (the “GDPR”, which applies in the UK and came into force in 2018) and other legislation relating to personal data and rights such as the Human Rights Act.

Why does Tibberton Parish Council need to process ‘personal data’?

- To effectively run the business of the Council including employing staff, managing land and assets, keeping accounting records and involvement in the planning process.
- To allow effective communication and liaison between the community, the Council, higher authorities and other organisations or individuals.
- To allow local organisations and businesses to appear in the Council’s news sheet.
- To allow administration of contracts and procure services for the benefit of Parish residents.

How and where do we use/process data?

- Using the PC laptop or volunteer’s computers; documents, emails, and bank accounts.
- Using written and printed documents.
- On the Council Website www.tibbertonparishcouncil.co.uk and Facebook page
- By receipt and sending of post.
- It may also include the use of CCTV systems for the prevention and prosecution of crime.

For how long is it stored?

- Data is kept only as long as necessary until the conclusion of the business to which it relates.
- Certain data such as financial records, contracts, deeds, and minute books must be stored for longer – we follow NALC guidance on storing and archiving such information.

Tibberton Parish Council recognises the importance of keeping individual’s personal data secure. Appropriate technical and organisation measures are taken against unlawful processing and against any accidental loss or destruction or damage to personal data.

We will comply with the principles of Data Protection Law.

Consent is sought to hold and use personal data which is given to the PC.

It is only shared when necessary and with prior permission of the individual/organisation.

Your rights under Data Protection Legislation

- Any competent adult with verified ID can make a Subject Access Request (SAR.) They can then access their data and be given information about the way it is processed and stored.
- The PC must respond within 1 month. This is free of charge.
- You can request to have personal data corrected, updated, or deleted, restrict processing and withdraw consent and opt out of any 'direct marketing' activities.
- You can request a copy or transfer of your data to another controller (portability.)
- You also have the right to complain to the ICO if you perceive there is a problem with the way that TPC is handling your data.
- TPC will report any data breaches within 72 hours to the individual and the ICO.