

### KEA PARISH COUNCIL PRIVACY NOTICE

#### Our contact details

Name: Ms Maria Roper (Clerk and Responsible Financial Officer)

Phone Number: 07716896635

E-mail: [clerk@keaparishcouncil.org.uk](mailto:clerk@keaparishcouncil.org.uk)

#### The type of personal information we collect

We currently collect and process some or all of the following information:

- Identity Data — Including name, username or similar identifier, marital status, title, date of birth, gender and photographs or video recordings.
- Contact Data — Including address, email address and telephone numbers.
- Financial Data — Including bank account and payment card details.
- Transaction Data — Including details about payments to and from the Data Subject and other details of goods and services the Data Subject has purchased.
- Technical Data — Including internet protocol (IP) address, the Data Subject's login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices the Data Subject uses to access our website.
- Profile Data — Including the Data Subject's username and password, purchases or orders made by the Data Subject, the Data Subject's interests, preferences, feedback and survey responses.
- Usage Data — Including information about how the Data Subject uses our website, goods and services.
- Marketing and Communications Data — Including the Data Subject's communication preferences.
- Employment Data — Including details included in contracts of employment and academic/professional qualifications.

The personal data we process may include sensitive or other special category data such as racial/ethnic origin, political opinions, trade union membership, sexual orientation and data concerning health.

## **How we get the personal information and why we have it**

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

- Directly from you
- Regulatory authorities
- Charities or voluntary sector organisations
- Schools, colleges, universities or other education organisations
- Publicly available sources
- Councils and other public sector organisations
- Previous employers

## **We use your personal data for some or all of the following purposes:**

- To deliver services, including understanding your needs, provide the services that you request and understanding what we can do for you and informing you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media.
- To help us build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds, and where necessary, for law enforcement functions.
- To enable us to meet all legal and statutory obligations.
- To maintain our own accounts and records.
- To seek your views, opinions or comments.
- To notify you of changes to our services, events and staff, councillors and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about events, campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions, including grants and payments
- To allow the statistical analysis of data so that we can plan the provision of services.

## **We may share this information with:**

- Insurance companies, brokers and other intermediaries
- Charities and voluntary organisations
- Organisations we need to share information with for safeguarding reasons
- Emergency services
- Professional advisors
- Legal bodies or authorities
- Local authorities or councils
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we're legally obliged to share personal information with

- Current employers
- Previous employers
- individual councillors.

**Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:**

- Your consent. You are able to remove your consent at any time. You can do this by contacting the clerk
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.

**How we store your personal information**

Your information is securely stored on the parish council computer system and backed up to a memory stick which is securely stored by the Chairman. There is also a copy of parish council digital files stored in the Microsoft cloud.

We keep contact details for the length of the work they are needed for. We will then dispose your information by shredding paper copies of information and deleting electronic copies.

**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 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@keaparishcouncil.org.uk](mailto:clerk@keaparishcouncil.org.uk) or 07391 028629 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@keaparishcouncil.org.uk](mailto:clerk@keaparishcouncil.org.uk) or 07716896635

You can also complain to the ICO if you are unhappy with how we have used your data.

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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