# Privacy Notice for Bainton Parish Council

This website is run by Bainton Parish Council. We regard your privacy as important and comply with the Data Protection regulations.

This notice explains how we use your information.

**YOUR PERSONAL DATA**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession.

### WHAT DO WE USE THE INFORMATION FOR?

* We process and hold information in order to provide public services.

## WHAT INFORMATION DO WE HOLD AND USE?

We collect and process the following information:

* Parish Council members name, address, telephone number and email address
* Parish Council members declarations of interest forms
* Details of the Electoral Register for the Parish
* Information relating to planning applications
* Invoice details for maintaining and managing accounts and records
* Bainton Parish Council Emergency Plan

## ON WHAT GROUNDS DO WE USE THE INFORMATION?

Bainton Parish Council use your information for public interest.

Bainton Parish Council complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary. All employees who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

## HOW DO WE COLLECT THE INFORMATION?

Information may be collected on paper, online form, by telephone, email, by the Clerk or a Parish Councillor or by CCTV.

## WHO WE SHARE YOUR INFORMATION WITH

It may be necessary for the Council to view certain personal data such as addresses when considering planning applications and other such matters. All the details held are of public record with the East Riding of Yorkshire Council planning Department. Your personal information will NOT be disclosed to third parties unless required by law or your prior written consent.

**HOW LONG DO WE STORE IT AND IS IT SECURE?**

Bainton Parish Council only store your personal information when volunteered to us by you or when they form part of public record within the Council's Minutes. The information is held and managed by the Council Clerk. You have the right to have any personal information amended at any time. The Council records, both paper and digital format, are kept at the Clerk's working location which is normally their home. All disposed data is shredded prior to disposal. The data held by the Clerk is held on a password-protected Council laptop which remains the property of the Parish Council. Paper files and other records or documents containing personal/sensitive data are kept in a secure

Environment.

Our data audit lists all information that we keep, the reason for processing it and how long we retain it. Bainton Parish Council Data Audit can be found on our website.

## WHAT RIGHTS DO YOU HAVE?

Bainton Parish Council is aware that people have the right to access any information that is held about them.

GDPR provides the following rights for individuals: -

Right to access

Right to rectification

Right to erasure

Right to restriction

Right to portability

Right to object

* Right not to be subject to automated decision making

If a person requests to see any data that is being held about them: -

* They must be sent all of the information that is being held about them
* There must be explanation for why it has been stored
* There must be a list of who has seen it
* It must be sent within one month
* Requests that are manifestly unfounded or excessive may be refused or a charge made
* If a request is refused, a reason must be given.
* If an individual request that their data is rectified or erased, this will be carried out.

To apply one of the above rights you need to contact The Clerk of the Council by emailing your request to baintonparishcouncil@gmail.com

**DISCLOSURE OF INFORMATION**

If an elected member of the council, for example a councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about over hanging bushes in a garden, a councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

**CONFIDENTIALITY**

Bainton Parish Council staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

## WHERE CAN I FIND OUT MORE?

If you want to know more about how the Council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance; contact details are

Elaine Brooks – Bainton Parish Council Clerk

South View

Church Street

Bainton

Driffiled

YO25 9NJ

Email:baintonparishcouncil@gmail.com

More information on your rights can be found here [Guide to the General Data Protection Regulation (GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)