



Saltwood Parish Council Data Privacy Policy

1. Your personal data – what is it?

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 the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

We are Saltwood Parish Council and we are the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

Saltwood 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 use your personal data for the following purposes: -

- To manage our employees, volunteers & Councillors;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running in the local area;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about local events.
- Processing is necessary for carrying out legal obligations in relation to employment, social security or social protection law, or a collective agreement;

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Parish Council if required to carry out a service. We will only share your data with third parties outside of the Parish Council with your consent.

6. How long do we keep your personal data?

We will not retain your personal information for longer than is necessary for the purposes required or for legal requirements. We may retain some information for a period of time after, for instance if this is necessary to meet our legal obligations or to exercise, defend or establish legal rights.

7. Your rights and your personal data



Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability),
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Clerk to Saltwood Parish Council at 3, Grange Road, Saltwood, Hythe, Kent, CT21 4QS or by email at parishofsaltwood@gmail.com.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Saltwood Parish Council's Data Privacy Policy was agreed at the Parish Council Meeting held on the 04 June 2018.