

Fakenham Magna Parish Council

Privacy Notice

1. Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data. Identification can be 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 the General Data Protection Regulation (the "GDPR"), and other legislation relating to personal data such as the Human Rights Act.

2. Who are we?

Fakenham Magna Parish Council is the data controller (contact details below) for your data.

3. Other data controllers the council work with:

- Other Councils/ local Authorities i.e. St Edmundsbury Council, Suffolk County Council
- Contractors
- Charities
- Local Police
- Community Groups
- Local landowners
- Other not for profit organisations

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council.

4. What type of data will be processed by the Council?

- Names and Titles
- Contact details, such as telephone numbers, addresses and email addresses
- Planning Applications
- Electoral Roll

5. The Council will comply with data protection law. The personal data we hold about you will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept for only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely.

6. We use your personal data for the following purposes: -

- To deliver public services.
- To contact you by post, email or telephone.
- To maintain our own accounts and records.
- To seek your views, opinions or comments.

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

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

Sometimes the use of your personal data requires your consent. We will obtain your consent to that use.

8. Sharing your personal data

We may need to share your data with some of the data controllers listed under the heading "Other data controllers the council work with".

These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

9. How long do we keep your personal data?

In general, we will endeavour to keep data only for as long as we need it, after which time it will be deleted.

Specifically, we retain electoral roll data while it is still current; financial records and associated paperwork for up to 8 years after the calendar year to which they relate; and parish council minutes permanently.

10. 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:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- **The right to access your personal data**

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

- **The right to correct and update your personal data**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

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- **The right to have your personal data erased.**

If you feel we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data that we hold. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted.

- **The right to object to the processing of your personal data, or to restrict it to certain purposes only.**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you to let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- **The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

- **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**

You can withdraw your consent easily by telephone, email or post (See contact details below).

- **The right to lodge a complaint with the Information Commissioners Office.**

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.

11. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact The Clerk to Fakenham Magna Parish Council- Jane O'Brien via e-mail at fakenhammagnapc@live.co.uk, or by telephone on 07930532158.

13. Changes to this Notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This notice was last updated in August 2018.