

# Honingham Parish Council

## Privacy Statement

Policy Adopted: 15 May 2018  
Policy Revised: 9 February 2022  
Review date: February 2023

This privacy statement details what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services and activities where we collect your personal data. This privacy statement applies to personal data processed by or on behalf of the Parish Council, as defined by the General Data Protection Regulation (GDPR) 2018. Also refer to the Council's General Data Protection Regulation Policy via the Council's website.

### Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website.

### The Parish Council and our Data Protection Officer

Honingham Parish Council is the data controller of your personal data. The Parish Clerk is the Data Processor and the Data Protection Officer (DPO) who is responsible for data protection compliance. You can contact the DPO using the details below.

### Sources of your personal data

We collect data from the following sources;

- You directly
- Via other authorities

### What kinds of personal data about you do we process?

Personal data that we may collect and process includes, but is not restricted to;

- Personal and contact details (e.g. title, name, addresses, phone numbers)
- Copies of correspondence between you and the Council (e.g. emails you have sent us)
- Services and goods you provide to us, (e.g. as a sole trader)
- Employment details (if you apply for a job with or are employed by the Council)

### Children

We will not process any data relating to a child (12 and under) without the express parental/guardian consent of the child concerned.

### What do we use your personal data for?

The General Data Protection Regulation –Article 6 sets out the legal basis for processing data. We use your personal data for the following purposes:

- To respond to a request for a service or manage services that we provide to you (or you provide for us, e.g. as a contractor)
- To monitor and record our communications with you and the council

- To comply with legal and regulatory obligations, requirements and guidance
- To assess job applications or to manage existing staff employment
- To process applications for grants, or to become a councillor
- To carry out our public duties and tasks

We will always treat your personal data with great care and we will never use your personal data for purposes other than those for which it was provided or obtained without first obtaining your consent.

### **How long is your personal data retained by us?**

Unless we inform you otherwise, we will hold your personal data for a time period determined by considering the following factors:

- For as long as we are required to in line with legal and regulatory requirements or guidance
- For as long as we have reasonable needs, such as managing our relationship with you and managing our work
- For as long as we provide services to you

### **Will we share your data?**

We will never share your personal data with anyone else unless we have already obtained your consent to do so or unless it is to comply with our legal obligations.

The Council may share your personal data with the following third parties:

- The District or County Council –so that we can resolve your query or problem (we will seek your permission first)
- Our bank –for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

We have carefully selected these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

### **Data Protection Principles**

We will comply with data protection law. This says that personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Kept secure.

## **What are your rights under data protection laws?**

As a data subject you have rights under data protection laws which include;

- The right to request access to your personal data
- The right to have your personal data corrected
- The right to have your personal data erased (the “right to be forgotten”)
- The right to object to processing of your personal data
- The right to lodge a complaint

For full details on your rights please contact the Information Commissioners Office at <https://ico.org.uk/>

## **Contact Us**

If you have any questions about this privacy notice, wish to update your personal data or withdraw your consent, if you wish to exercise your rights or contact the DPO, you can do so by emailing; [clerk.honinghampc@gmail.com](mailto:clerk.honinghampc@gmail.com)

Alternatively, you can write to the DPO at;  
14 Gatekeeper Close, Wymondham, NR18 0XY