**DATA PRIVACY NOTICE**

**SEA PALLING & WAXHAM PARISH COUNCIL**

**1. GDPR**

The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”). The law requires us to issue you with this Privacy Notice and explain to why we keep your data and how we manage and store it.

**2. Who are we?**

Sea Palling & Waxham Parish Council is referred to as the Data Controller. This means the Parish Council decides how your personal data is processed and for what purposes. We have a Data Protection Officer who is responsible for Data Protection Compliance. (for further details please refer to the Data Protection Policy on our website: ()

**3. How do we process your personal data?**

Sea Palling & Waxham 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: -

* Contact Information
* Correspondence
* Manage our employees and volunteers
* To maintain our own accounts and records (including the processing of donations)
* Services and goods you provide to us
* To comply with legal and regulatory obligations

**4. Sources of Personal Information**

We collect personal date from the following sources:

* From you directly (e.g. allotment holders, employment information etc)
* From your family (e.g. burial records)

**6. How long do we keep your personal data[[1]](#footnote-1)?**We keep your data as long as we are legally required to do so or because we have ongoing communications with you.

**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
* The right to request that the Parish Council corrects any personal data if it is found to be inaccurate or out of date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 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), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

* 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 complain to the Information Commissioner

**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. When do we share your data with other organisations**

We may share information with the following third parties:

* Government and Regulatory Bodies
* Other organisations and businesses who provide services to us such as back-up and email host providers, IT software providers and document storage providers.
* Our Bank, Auditor and if required, the Police.

**Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Patsy Adams at [clerkseapallingpc@gmail.com](mailto:clerkseapallingpc@gmail.com) or ring 01263 837119

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.

1. [↑](#footnote-ref-1)