

# Denton Parish Council

---

## Data Protection & Privacy Policy (adopted 10 July 2018)

### Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes. Such individuals are classified under data protection law as 'Data Subjects'.

This policy sets out the circumstances in which the council will hold personal data about a data subject and the reasons under which such data is held.

### Definitions

---

<b>Business purposes</b>	<p>The purposes for which personal data may be used by us:</p> <p>Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes.</p> <p><i>Council purposes include the following:</i></p> <ul style="list-style-type: none"><li>- <i>Compliance with our legal, regulatory and corporate governance obligations and good practice</i></li><li>- <i>Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests</i></li><li>- <i>Ensuring Council policies are adhered to (such as policies covering email and internet use)</i></li><li>- <i>Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking</i></li><li>- <i>Investigating complaints</i></li><li>- <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i></li><li>- <i>Monitoring staff conduct, disciplinary matters</i></li><li>- <i>Promoting Council services</i></li><li>- <i>Improving services</i></li></ul>
--------------------------	--

<b>Personal data</b>	<p>Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts, members of the public, Council service users, residents, hirers, correspondents.</p> <p><i>Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV, contact details, correspondence, emails, databases, council records</i></p>
<b>Sensitive personal data</b>	<p>Such data is not routinely held by the council. However, occasionally and where such information forms part of general correspondence we can hold personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings.</p> <p>Any use of sensitive personal data is strictly controlled and kept secure in accordance with this policy.</p>

## Scope

---

This policy is adhered to by all councillors and staff and it is provided to data subjects on request and is published on the village website <http://www.denton-norfolk.co.uk>

## Our procedures

---

### Processing activities

We will comply with data protection law. This requires that the personal information we hold about a data subject must be:

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

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract, which we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest (or for official purposes).
3. Where we have your consent to hold your personal data.

We will not transfer any data outside the UK and we will only retain data for as long as legally necessary and in accordance with local government guidelines, further information can be provided on request regarding specific retention periods.

## Responsibilities of the Data Controller

- Keeping updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Identifying data protection training requirements
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by Denton Parish Council
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing
- Ensure all systems, software and equipment meet acceptable security standards
- Approving data protection statements

## Rights of access, correction, erasure and restriction

It is your duty to inform us of changes, by email or in writing to the Parish Clerk

### Your rights regarding personal data

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Parish Clerk.

### **Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Parish Clerk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact for enquires regarding this notice:

Clerk to Denton Parish Council Mrs Jackie Ellis email [dentonparish@gmail.com](mailto:dentonparish@gmail.com)