

# Radcliffe on Trent Parish Council

## Privacy Notice

### **Introduction**

Radcliffe on Trent Parish Council ("the Council") is committed to compliance with Data Protection legislation. Keeping your personal information accurate and secure is a vital part of providing efficient services to you.

The Council will only use the information it holds about you for the purpose you provided it except in the circumstances outlined in this notice. It will also only collect the minimum information necessary to fulfil that purpose and keep it for only as long as is necessary.

When you provide information you will be told what it will be used for and whom it will be shared with. However, you need to be aware that the Council may be required to share your information, on occasion, between different sections of the Council, and with other agencies to help reduce crime or investigate fraud.

### **How we handle your Personal Data**

The Council will always comply with the following Key Principles of Data Protection as set out in the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR") when handling your personal information. These principles state that data must be:

- processed fairly, lawfully and in a transparent manner
- processed for specified purposes only
- relevant to what it is needed for
- accurate and kept up to date and is not kept longer than it is needed
- processed in accordance with the rights of individuals
- kept securely
- not transferred to countries outside the European Economic Area without consent

We do not subject your Personal Data to any automated decision making processes.

We do not offer any Data Portability because data is not processed by automated means.

### **Lawful Basis**

The GDPR states that an organisation must have a valid lawful basis in order to process personal data. The correct lawful basis for local government work is "Public Task". A small number of operations are undertaken using the lawful basis of "Legal Obligation". The Council has facilities that the public may hire or rent, the correct lawful basis for these commercial operations is "Contract".

### **What is Personal Data?**

Personal Data is information that relates to a living individual who can be identified from the information, combined with any other information which is already in the possession of, or likely to come into the possession of, the person or organisation holding the information. Personal data is not necessarily private data like medical records; it can be data as seemingly innocent as a name or a telephone number. Personal data is anything that can be used to identify an individual.

The information can include any expression of opinion about the individual, and any indication of the intentions of the data controller or any other person in respect of the individual.

### **What is Sensitive Personal Data?**

Certain data is also categorised as 'Sensitive Personal Data', for example:

- racial or ethnic origin
- political opinions
- trades union membership (or non-membership)
- physical or mental health or condition
- sexual life
- offences (including alleged offences)
- religious or other beliefs of a similar nature

Any use of sensitive personal data should be strictly controlled in accordance with our **Data Protection Policy**. Usually your consent will be sought when you make an application for council services.

### **Why does the Council collect and retain Personal Data?**

In order to provide you with efficient and effective services the Council needs to collect personal data. The Council may also need to share your personal data with other service providers who are contracted to carry out services on its behalf. These providers are obliged to keep your personal details secure and use them only to fulfil your service request. The Council will process the information you provide in a manner that is compatible with the GDPR and, in particular, aims to comply with the principles stated above. The Council will use information about you for the provision of services and specifically for the following:

- all law enforcement, regulation and licensing, criminal prosecutions and court proceedings which the Council is obliged to undertake
- all financial transactions to and from the Council including payments, grants and benefits; where monies are due or outstanding the Council reserves the right to use all the available information at its disposal to protect public funds

### **Sharing information with other partner agencies**

The Council has a responsibility to promote social wellbeing and to work with other councils and partner agencies such as the Police, Fire and Rescue Service, the voluntary services and the Health Service in order to preserve life, reduce accidents, reduce crime and disorder and improve health. To promote this social wellbeing the Council may need to share your personal and sensitive information with other councils and partner agencies.

The sharing of sensitive personal data where your consent has not been directly secured will only occur to protect an individual's "vital interests" such as in cases of life or death, for example where an individual's medical history is disclosed to a hospital's A&E department treating them after a serious road accident.

However, the Council will not supply any organisation with your information unless it is satisfied that the organisation has equal measures in place to protect your information from unauthorised access.

### **Contractors**

If you undertake work for the Council and you are an individual, for example a sole trader, then your name may appear in the list of payments which is recorded in Minutes of Council Meetings. Copies of Minutes are available for inspection by any elector in the Parish.

### **Further Information**

If you require further information about the use of your data or wish to make a Subject Access Request for a copy of your personal data as held by the Council please contact the Clerk.

You have the right to object to your data being processed by the Council but your objection must be based on grounds relating to your particular situation. If you wish to object to your data being processed, please contact the Clerk.

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#### **Change Log**

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>By Whom</b>
0.01	08/04/2018	Initial Draft	Adrian Fretwell
1.0	29/04/2018	Issue 1	Adrian Fretwell