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PRIVACY POLICY

This policy sets out the procedures for the protection of the privacy of Councillors.

Personal Data

Personal data is any information about a living individual which allows them to be identified from that data for example name, address, e-mail contact, personal telephone numbers, photographs or videos. Identification can be directly using the data itself or by combining it with other information which helps identify the individual. The processing of personal data is governed by legislation relating to that data which applies in the United Kingdom including the General Data Protection Regulation (GDPR).

This Privacy Notice is provided to you by Treverbyn Parish Council, together with other data controllers namely Cornwall Council, Community Groups, Charities and other not for profit entities.

We may need to share your personal data we hold with these other controllers so that they can carry out their responsibilities to the council. The Parish Council when processing this data jointly with any other data controller, then both parties are collectively responsible as 'joint data controllers' to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each will be independently responsible.

The Council will process some or all of the following personal where necessary to perform the tasks :

- Names, titles and identification photographs.
- Contact details - addresses, telephone numbers, e mail addresses.
- Gender, age, marital status, nationality, academic/ professional qualifications.
- Any services you provide to the Council.
- Sensitive personal details – criminal convictions, racial or ethnic origin, health and medication details, political beliefs, trade union affiliation.

All personal data of a sensitive nature will be handled with the appropriate level of caution. These types of data are described in the GDPR as 'special categories of data and require higher levels of protection. The Parish Council will only process these special categories in the following circumstances:

- (i) To comply with legal requirements and obligations
- (ii) In limited circumstances with your written consent.
- (iii) Where needed in the public interest.
- (iv) Where it is needed to protect your interests and you are not capable of giving your consent or where you have already made the information available in the public domain.

In limited circumstances it may be necessary to approach you for your written consent to allow the Parish Council to process certain sensitive personal data. Should this happen you will be provided with full details of the personal data required and the reason it is needed.

The Council will always comply with Data Protection law, provided the personal data held about you must be:

- (i) Used lawfully and in a transparent way
- (ii) Collected only for valid purposes which have been clearly explained to you.
- (iii) Relevant and limited to the purposes informed to you.
- (iv) Accurate and up to date information.
- (v) Only retained as long as necessary.
- (vi) Stored and later destroyed securely ensuring that the data is protected from loss, misuse, unauthorised access and disclosure.

The Council reserve the right to use the personal data for any of the following purposes:

- To confirm your identity in order to deliver public services
- To contact you by post, telephone, e-mail or social media.
- To prevent fraud, corruption of public funds and where necessary for law enforcement purposes.
- To enable the council to meet all legal and statutory obligations and powers.
- To promote the interests of the Council.
- To provide and maintain up to date records.
- To provide the ability to seek views, opinions and comments on Council matters.
- To be able to send all Council communications and information when necessary.
- If applicable to process relevant financial transactions relating to the Council.

The legal basis for the Council to have the ability to process your personal data.

The Parish Council is a public authority and has certain powers and obligations. This personal data is processed for compliance with legal obligations that include the discharge of the Council's statutory functions and powers. It can be necessary when exercising these powers or duties to process personal data of residents using Council's services. Your interests and rights will always be prioritised.

Some details will be kept permanently if legally required to do so, other records will be kept for an appropriate time period dependent on statutory or legal obligations.

You have the following rights in respect of your personal data on production of documents to verify your identity for your security:

- (a) The right to access all personal data held by the Council on request.
- (b) The right to correct and update all personal data.
- (c) The right to have any personal data on written request.
- (d) The right to object to processing of your personal data on written request.
- (e) The right to restrict processing of your personal data on written request.
- (f) The right to request transfer of some data to another controller on written request.
- (g) The right to withdraw your consent to the processing at anytime for which processing of data to which consent had been obtained under written request.
- (h) The right to lodge a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel 03031231113.

If there is a requirement to use your personal data for a new purpose, not covered by this Policy then an explanation of the process and its conditions will be provided at the commencement for your approval.

The Parish Council reserves the right to review this Privacy Policy on a regular basis and will seek the approval of Councillors.