



# Bestwood Village Parish Council

## Data Protection & Privacy - 2022



## Data Protection and Privacy statement

### Information about how the Council looks after your data.

#### Looking after your personal data

Under the General Data Protection Regulation (GDPR) we have a duty to ensure the integrity of the personal data we gather, process, store and retain.

This means we must:

- Only use your information for lawful purposes.
- Only use your information for the reason it was collected.
- Tell you what we are going to do with your information.
- Ensure that it is accurate and kept up to date.
- Not ask for more information than we need, or than is relevant, but make sure we have enough information to carry out our duties.
- Keep the information secure.
- Not keep it longer than necessary.
- Not send it to countries with less rigorous data protection laws without your permission.
- Allow you to request a copy of the information we hold on you.
- Give you the opportunity to amend information that is incorrect.
- Allow you to request the deletion of personal data (where this does not contravene other applicable legislation).

#### Subject Access Request

You can request a copy of the information we hold through a Data Subject Access Request by letter or e-mail. You will need to:

- Supply sufficient information so that the data can be located, including department, document type and any relevant details of the person/s involved.
- Requests must be date led, explicitly stating what periods you are referring to.
- You must provide satisfactory proof that you are the data subject or acting on behalf of the data subject.
- We can only supply the information you request.

We will:

- Acknowledge your request.
- Provide a response within 1 month on receiving the identification and sufficient information.
- Make sure we are dealing with the data subject and no one else.

#### Your Rights

Reviewed June 2022



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You have several rights you may enforce. Where the Council is processing your personal data due to the consent you have provided, you are entitled to withdraw this consent. You may also ask for such information to be deleted and where it cannot you may request to restrict processing (halt using further).

In addition, subject to some legal exceptions, you have the right to:

- request a copy of the personal information the Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on the Council's processing of your data;
- to object to processing; and
- to request your data to be ported (data portability)

If you have any concerns about how we treat your personal data, you have the right to make a complaint to the Council by contacting the office in writing.

### E-mails and letters addressed to BESTWOOD VILLAGE Parish Council

Please note that, in sending an e-mail to BESTWOOD VILLAGE Parish Council you are in effect contacting each Councillor and you should be aware that your e-mail could be forwarded to current Council members without further notice. If you do not wish this to be the case please specify so in your communications but be aware it may impede our ability to deal with your request/query.

### Contributions

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Please do not endanger yourself or others, take any unnecessary risks or break any laws when creating content you may share with **BESTWOOD VILLAGE Parish Council**. If you do not want to grant **BESTWOOD VILLAGE Parish Council** the permission set out above on these terms, please do not submit or share your contribution with us.

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### Privacy Notice

This privacy notice is published in accordance with the EU General Data Protection Regulations (GDPR) This notice provides general information on the way in which the personal information you provide is managed and processed by BESTWOOD VILLAGE Parish Council (the 'data controller'). Depending on which Council services you use, you may be asked to review more detailed privacy notices specific to that service.

### The Data Controller and Contact Details

BESTWOOD VILLAGE Parish Council is the Data Controller for the personal data you provide to the Council. The contact details for you to exercise any of your data protection rights or to raise any concerns you may have regarding your personal data are: The Clerk, BESTWOOD VILLAGE Parish Council, [clerk@bestwoodvillagepc.org](mailto:clerk@bestwoodvillagepc.org)

### Information we collect about you

We may collect and process the following data about you:

- Information provided voluntarily by you. For example, when you register for information, apply for a particular service or make a comment or complaint
- Information that you provide when you communicate with us by any means such as email, letter or telephone call

### Use of Your Personal Data

The information you have provided to the Council will be used by the Council in adherence with its statutory obligations, including enforcement action if required. The Council is legally able to process your personal data:

- when you have freely and explicitly provided your consent to this processing or
- when the Council has a statutory duty to collect and process this information to provide the required service or undertake a statutory function.
- when your personal data forms part of a contract between you and the Council

The consequence of you not providing personal information to the Council is that the Council will be unable to process your enquiry.

### Sharing of Personal Data

The personal information you provide will not be shared for any other purpose unless required by law, to prevent or detect crime or to protect public funds. The categories of organisations we may share your personal information with are:

- Statutory and other public bodies.
- Our appointed partners for HR, H&S, Payroll, Pension, Accountancy and similar.



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### Protecting Your Personal Data

Your unpublished personal data will be kept secure by the Council and will be kept within the European Economic Union (EEU). Where the Council uses a third party to store your personal data and it is stored outside of the UK/EEU, the Council will ensure that appropriate safeguards are in place to keep your personal data secure.

### Keeping Your Personal Data

The Council will keep your personal data in accordance with the Council's retention schedule as advised by Nottinghamshire Association of Local Council guidelines, unless you explicitly request it to be removed. This right to have your data removed is not an absolute right, for example, we will need to retain your data if this information forms part of a statutory or legal obligation, public registry or an existing contract.

### Your responsibilities

- Only provide personal information pertinent to its intended use or for the purpose of processing a claim, application or notification for statutory requirements
- Tell us as soon as possible if any of the personal information you have provided has changed, e.g. your address or other contact details.

### Your Rights

There are a number of rights that you may exercise depending on the legal basis for processing your personal data. In most cases, these rights are not absolute and there may be compelling or overriding legal reasons why the Council cannot meet these rights in full. This will be explained to you in more detail should you contact the Council for any of the reasons detailed below:

- request a copy of the personal information the Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on the Council's processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

Where the processing of your personal data is based on your consent, in most circumstances you have the right to withdraw that consent at any time and the Council will act on your instructions.

If you have any concerns about how we process your personal data or wish to discuss how to exercise your rights, you should contact the BESTWOOD VILLAGE Parish Council in writing to The Clerk, 19, Shepard Close, Hempshill Vale Notts NG6 7BP

Alternatively, you may wish to complain directly to the Information Commissioners Office. You can do this by writing to them at:

Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

### Disclaimer

The BESTWOOD VILLAGE Parish Council website forms one part of its public provision of information only. The website or pages within should not be regarded as the complete service offered by BESTWOOD VILLAGE Parish Council.

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BESTWOOD VILLAGE Parish Council makes every attempt to ensure the accuracy and reliability of the information contained in the documents stored, served, and accessed by this website. However, this information should not be relied upon as a substitute for formal advice from the originating bodies or departments of BESTWOOD VILLAGE Parish Council and its partners.

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### **Links to external websites shown on our website**

A link listed should not be taken as endorsement of any kind and BESTWOOD VILLAGE Parish Council does not necessarily endorse the views expressed within the linked site or any product or organisation contained therein. BESTWOOD VILLAGE Parish Council has no control over the servers delivering linked pages and therefore cannot guarantee their availability. BESTWOOD VILLAGE Parish Council accepts no responsibility for, and therefore will have no liability whatsoever in connection with, any third-party site.

### **Third Party Software**

BESTWOOD VILLAGE Parish Council does not endorse any third party software, any examples given are suggestions only and not recommendations. Anyone downloading third party software does so at their own risk and should seek independent advice. Visitors to the web page should be aware that it is hosted by a third party and can access their data/cookie information collection policy directly from there.



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For Website as rolling click banner;

**BESTWOOD VILLAGE Parish Council does not install any cookies on its website. It is hosted by a third party and visitors are invited to contact them for further details on data that they collect and why."**

Long disclaimer on Laptop e-mails

**BESTWOOD VILLAGE Parish Council. DISCLAIMER: This email and any attachments are confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error please contact BESTWOOD VILLAGE Parish Council. Senders and recipients of email should be aware that, under current legislation, the contents may be monitored and will be retained. The contents of the email may have to be disclosed in response to a request**