



TANKERSLEY
PARISH COUNCIL

GENERAL PRIVACY STATEMENT

Adopted by Minute 52.4 on 21st August 2023

To be Reviewed August 2024

Tankersley Parish Council General Privacy Statement

Tankersley Parish Council adopted the following General Privacy Statement with effect from 21st August 2023.

Your personal data – What is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the Data Protection Act 2018, General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Tankersley Parish Council which is the data controller for your data.

Other data controllers the Parish Council works with:

- Local authorities
- Community groups

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Parish Council.

If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Parish Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data.

Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Parish Council processes and for what purposes is set out in this Privacy Notice.

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

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents;

How do we use sensitive personal data?

We may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data.

If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Parish Council will comply with data protection law. This says that to send you communications which you have requested and that may be of interest to you.

These may include information about campaigns, appeals, other new projects or initiatives;

To process relevant financial transactions including grants and payments for goods and services supplied to the Parish Council

To allow the statistical analysis of data so we can plan the provision of services. Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Parish Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Parish Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Parish Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

How do we share your personal data?

This section provides information about the third parties with whom the Parish Council may share your personal data.

These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so.

We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information.

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Parish Council is permitted to retain data in order to defend or pursue claims.

In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims).

We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

What are your rights?

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

- **Your right of access**

You have the right to ask us for copies of your personal information. This right always applies.

- **Your right to rectification**

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- **Your right to erasure**

You have the right to ask us to erase your personal information in certain circumstances. For example, if you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

- **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your information in certain circumstances.

Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- **Your right to object to processing**

You have the the right to object to the processing of your personal information in certain circumstances.

Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- **Your right to data portability**

You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you, in certain circumstances.

If we are processing your information for criminal law enforcement purposes, your rights are slightly different.

You are not required to pay any charge for exercising your rights however, additional requests which are deemed excessive or manifestly unfounded may be subject to an administrative fee. We have one month to respond to you.

Please contact us at Clerk@TankersleyPC.org if you wish to make a request.

When exercising any of the rights listed above and in order to process your request, we may need to verify your identity for your security.

In such cases we will need you to respond with proof of your identity before you can exercise these rights.

How do you complain?

If you have any concerns about our use of your personal information, you can make a complaint to us at Clerk@TankersleyPC.org.

You also have the right to complain about the use of your personal information to the Information Commissioner's Office.

You can contact them by calling 0303 123 1113 or go online to www.ico.org.uk

You can also write to them at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow Cheshire,
SK9 5A

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

Website Privacy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

What information do we collect on our website?

We may collect, store and use the following kinds of personal data:

1. information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views)
2. any other information that you choose to send to us

Cookies

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the webserver to identify and track the web browser. Cookies can identify users, remember preferences, and help users complete tasks without having to re-enter information when visiting multiple pages or returning to your site. This helps provide a more personalised and slick user experience.

We may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

We use google analytics to analyse the use of this website.

Google analytics generates statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. google will store this information. Google’s privacy policy is available at www.weebly.com/uk/privacy

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and

selecting “Block all cookies” using the sliding selector.) This will, however, have a negative impact upon the usability of many websites.

Third Party Websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Using Your Personal Data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Security Of Your Personal Data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

GENERAL

Amendment, Updating Information & Contact Details

Policy Amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

Your Rights

You may instruct us to provide you with any personal information we hold about you.

Updating Information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

This Notice was last updated 21st August 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller: Tankersley Parish Council

Clerk Email: clerk@tankersleypc.org

Privacy Policy

1. INTRODUCTION

This privacy notice provides you with details of how we collect and process your personal data through your use of our site www.tankersleypc.org. By providing us with your data, you warrant to us that you are over 13 years of age. Tankersley PC is the data controller and we are responsible for your personal data. It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at clerk@tankersleypc.org.

2. WHAT DATA WE GATHER

We may collect the following data about you:

- Name
- Contact information including email address and contact number
- Website data usage

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

3. HOW WE USE THIS DATA

Collecting this data helps us understand what you are looking from the company, enabling us to deliver improved products and services. Specifically, we may use data:

- For our own internal records.
- To improve the products and services we provide.
- To contact you in response to a specific enquiry.
- To customise the website for you.
- To send you promotional emails about products, services, offers and other things we think might be relevant to you.
- To send you promotional mailings or to call you about products, services, offers and other things we think might be relevant to you.
- To contact you via email, telephone or mail for market research reasons

4. HOW WE COLLECT YOUR PERSONAL DATA

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us emails). We may automatically collect certain data from you as you use our website by using cookies and similar technologies. We may receive data from third parties such as analytics providers such as Google based outside the EU, advertising networks such as Facebook based outside the EU, such as search information providers such as Google based outside the EU, providers of technical, payment and delivery services, such as data brokers or aggregators. We may also receive data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

5. MARKETING COMMUNICATIONS

We do not collect your data for marketing purposes.

6. DISCLOSURES OF YOUR PERSONAL DATA

We will never lease, distribute or sell your personal information to third parties unless we have your permission, or the law requires us to.

7. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

8. COOKIES

What is a cookie? A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit. How we use cookies We may use cookies to:

- Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.
- Identify whether you are signed in to our website. A cookie allows us to check whether you are signed in to the site.
- Test content on our website. For example, 50% of our users might see one piece of content, the other 50% a different piece of content.
- Store information about your preferences. The website can then present you with information you will find more relevant and interesting.
- To recognise when you return to our website. We may show your relevant content, or provide functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us. Controlling cookies You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you. Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it. To learn more about cookies and how they are used, visit [All About Cookies](#).

9. Security

We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards. We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 2018.

10. Links from our site

Our website may contain links to other websites. Please note that we have no control of websites outside the <https://tankersleypc.org/> domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy. Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.