

**DATA PRIVACY NOTICE**  
**ASHMORE PARISH COUNCIL**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

**2. Who are we?**

Ashmore Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process personal data?**

Ashmore Parish Council complies with its obligations under the "GDPR" by keeping personal data to a minimum, keeping it up to date, by storing and destroying it securely, protecting personal data from loss, misuse unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

At present the only personal data held by the Council are

- a) Contact details of County, District and Parish Councillors,
- b) Contact details of the Clerk to the Council,
- c) Parish Councillors' disclosable pecuniary interests.

Councillors contact details are in the files of other councillors and published on the Ashmore Parish website so that residents are able to contact any councillor they wish to. The clerk's contact details are in the files of councillors.

The email address of those who register on the Parish Council website is retained by ICL Web Design who manage the site for the council solely so that an email can be sent each time the website is amended. These email addresses are not available to the Parish Council. We have asked ICL Web Design to ensure that:

- a) the email addresses are used only for the purpose for which they were given
- b) to provide a means by which anyone who wishes to can have their details removed from the site.

**4. What is the legal basis for processing your personal data?**

Councillors and the clerk by agreeing to be councillors or the clerk give consent for their data to be processed. Likewise, those registering on the Parish Council website give consent for their data to be used to receive an email when the website is amended.

**5. Sharing your personal data.**

Your personal data will be used only for the purposes for which it was given and will not be shared with any third party unless and until you have given your consent.

**6. How long do we keep your personal data?**

Councillors' and the clerk's data will be kept only whilst they are a councillor or clerk and will then be removed from the Parish Council website.

**7. Your rights and your personal data**

Unless subject to a exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which the Parish Council holds about you,
- The right to request that the Parish Council corrects any personal data if it is found to be inaccurate or out of date,

- The right to request your personal data is erased where it is no longer necessary for the Parish Council to retain such data,
- The right to withdraw your consent to processing at any time,
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing,
- The right to lodge a complaint with the Information Commissioners Office

#### **8. Further processing**

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

#### **9. Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Chairman of the Parish Council whose contact details are on the Parish Council website.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioners office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

April 2018