

Lower Beeding Parish Council

GENERAL DATA PROTECTION RIGHTS (GDPR) POLICY

INTRODUCTION

Lower Beeding Parish Council (LBPC) is committed to abiding by data protection laws and to be open and transparent in how we use your personal information. LBPC will comply to the General Data Protection Regulations (GDPR) and updated UK Data Protection Act of 2018.

As stated LBPC has committed to protecting your privacy when you use our services. This Privacy Notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how we look after your personal information, please contact us.

Personal Data

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

In addition, there are “special categories” of personal data which means that the data, in law, is considered more sensitive, such as:

- Personal data related to your health
- Genetic data
- Religious beliefs

We do not collect sensitive data in our normal course of business and any such data you provide for specific purposes will be treated with the utmost confidentiality.

Council information

This Privacy Policy is provided to you by LBPC which is the data controller for your data.

A Data Controller is an individual or organisation that determines the purposes and means of processing personal data.

As data controller we take all necessary steps to comply with the Data Protection Act 2018 and its relevant subordinate legislation when handling any personal information.

if you have any questions, or wish to exercise any of your rights or wish to raise a complaint, you should do so directly to the relevant data controller.

What personal data is collected?

- Names, titles, addresses, and email addresses via the Electoral Register.
- We may also have additional contact details such as telephone numbers.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we will clearly explain to you prior before it is used in any way.

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- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data.

What is the legal basis for processing your personal data?

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

We may also 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.

Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also 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.

Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:
The Data Controller - The Clerk to Lower Beeding Parish Council- Peter Knox.
Email: clerk@lowerbeeding.com