

DATA PRIVACY NOTICE

Abbotsham 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?

Abbotsham 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 your personal data?

Abbotsham Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

We may use your personal data for the following purposes: -

- To fundraise and promote the interests of Abbotsham Parish Council and the community;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running in Abbotsham;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about events in Abbotsham parish.
- Processing is necessary for carrying out legal obligation;

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We only retain any personal data we have while you reside in the parish and are content for us to hold it, unless you have requested that we keep it longer.

7. Your rights and your personal data

Unless subject to an 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 Abbotsham Parish Council holds about you;
- The right to request that the Abbotsham 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 Abbotsham Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data.
- 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 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.

9. Contact Details

To exercise all relevant rights, and for queries or complaints please in the first instance contact the Abbotsham Parish Council through Martin Wilson, email m.wilson917@btinternet.com, tel.01237 420946.

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 Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.