

MONK SOHAM PARISH COUNCIL

PRIVACY POLICY

1. Policy Statement

- This policy Statement is provided to you by Monk Soham Parish Council who are committed to ensuring that any personal data about you they hold is protected and held securely.
- Although exempt from classification under GDPR as a “public body” and the requirement to appoint a Data Protection Officer, the Parish Council still needs to be registered with the Information Commissioners Office. Registration number..... applies.
- Personal Data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address or postal address). Identification can be by the personal data alone or in conjunction with any other personal data held. The processing of personal data is governed in the United Kingdom by legislation which includes the General Data Protection Regulation (GDPR) and the Human Rights Act (HRA).
- For the purpose of this Policy, Bedfield and Monk Soham Sports Club is deemed to be a sub-committee of Bedfield Parish Council.
- For the purpose of this Policy, Monk Soham COVID-19 Emergency Group is deemed to be acting under the auspices of Monk Soham Parish Council and is thus compliant with its contents. A separate and specific Privacy Policy is in existence for its activities.
- The Policy will be reviewed annually at the Annual General Meeting (AGM) in May each year.

2. Policy Objectives

- To ensure that all personal information held by Monk Soham Parish Council and its associated groups is always held and securely protected at all times.

3. What Personal Data is Held

- Names and titles.
- Contact details such as telephone numbers addresses and email addresses.
- Details of leisure interests and participation.

4. The Council’s Responsibility Regarding Data Held

- To only use it lawfully and in a transparent way.
- To collect it only for valid purposes that have been clearly explained to you and not used in any way that is incompatible with those purposes.
- To ensure that all information held is accurate at all times and is kept up to date.
- To keep any information only as long as necessary and for the purposes we have told you about.
- To ensure it remains relevant to the purposes that you have been told about and limited to only those purposes.
- To ensure that all information is kept and destroyed securely, including ensuring that appropriate technical and IT measures are in place to prevent loss, misuse, unauthorised access or disclosure.
- To immediately remove all information safely on request.

5. The Council’s Use of Personal Data Held

- To deliver public services including to understand your needs to provide the services that you request and to try and understand what we can do for you and inform you of other relevant matters.

- To contact you by post, email, telephone or using social media.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To promote the interests of the Parish Council
- To seek your views, opinions, or comments.
- To notify you of changes to our facilities, services, events, staff, councillors and role holders.
- To send you communications which you have requested and that may be of interest to you. This may include information about campaigns, appeals or other new projects or initiatives.

6. The Council's Legal Basis for Processing your Personal Data

- The Parish Council is a public authority and has certain powers and duties. Any personal data it holds will be processed in connection with the discharge of the Council's legal obligations in connection with its statutory functions and powers. We will always take into account your interests and rights. This Privacy Policy aims to set out your rights and the council's obligations to you.
- Sometimes the use of your personal data may require your consent. If so, we will first obtain your consent for that use.
- The Council has implemented appropriate security measures to protect your personal data. These will be maintained by the Council or its role holders. The COVID-19 Emergency Group is an example of the latter.

7. How Long will the Council Keep your Personal data?

- The Council will keep some records permanently if we are legally required to do so.
- The Council or its role holders will keep some records of your personal data for an extended period of time for a specific purpose such as the COVID-19 Emergency Group. However, you can request that they are removed at any time.
- Other personal data will be kept only for as long as its needed or for as long as you want it to be retained, such as for the distribution of newsletters.

8. Your Rights and Your Personal Data

- You have the following rights with respect to your personal data:
 - (a) The right to access the personal data we hold on you.
 - (b) The right to correct and update the personal data we hold on you.
 - (c) The right to have your personal data erased.
 - (d) The right to object to processing your personal data or to restrict it to certain purposes only.
 - (e) The right to data portability.
 - (f) The right to withdraw your consent to the processing at any time where consent has previously been given.
 - (g) The right to lodge a complaint with the Information Commissioner's Office.
- You can contact the Information Commissioner's Office on 0303 123 1113 or via email.

Geoff Robinson
Monk Soham Parish Clerk
Adopted 8th September 2020