

DATA PRIVACY NOTICE

Norton Sub Hamdon Parish Council

This Data Privacy Notice was adopted by Norton Sub Hamdon Parish Council

to make them GDPR compliant,

at their monthly meeting, held on 14th May 2018

in The Committee Room, The Village Hall, Norton Sub Hamdon.

May 14th 2018 Minute Ref: 18/1278

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?

The Parish Council of Norton sub Hamdon 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?

The Parish Council of Norton sub Hamdon 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 technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area.
- To manage any employees and volunteers;
- To maintain our own accounts and records (including the processing of any donation/grant applications);

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

- Legal Obligation (e.g. legislative requirement, such as processing donations/grants or processing data in relation to the electoral roll.
- Legitimate Interest, (e.g. general administration of different village groups)
- Advertising a Parish Council event (e.g. a training course or litter pick event)

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Parish Council in order to carry out a service, or for purposes connected with the Norton sub Hamdon Parish Council. 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?

Norton sub Hamdon Parish Council will keep data in accordance with the guidance set out by SCC and SSDC.

- Norton sub Hamdon Parish Council recognises the need to retain documentation for audit purposes, people employed, insurance purposes and the eventuality of legal disputes and legal proceedings. Subject to these, or other relevant considerations, documents that are no longer used or relevant should be destroyed.
- Documents may be created, received or maintained in hard copy or electronically.
- A small percentage of the Council's records will be selected for permanent preservation as part of the Council's archives and for historical interest, e.g. all past minutes.

- The Clerk has the responsibility for the retention, storage and destruction of documents in compliance with this policy.
- We will retain electoral roll data while it is still current.
- Planning Applications: We will retain Planning applications that are current only. Once a decision has been made on a planning application, documents will be securely destroyed. Contentious planning application documents: Where permission is granted documents should be retained until the development is complete so that the Council can satisfy itself that development has proceeded according to the terms and conditions of the permission. Where planning permission is refused the papers should be retained until the period in which an appeal can be made has expired. If an appeal is made and dismissed any appeal papers should be kept for use in evidence against any application on the same site.
- All past planning applications can be viewed on the SSDC website.
- Insurance policies: All insurance policies should be kept for as long as it is possible for a claim to be made under them. The Council will keep a permanent record of insurance company names and policy numbers for all insured risks. Article 4 of the Employers' Liability (Compulsory Insurance) Regulations 1998 requires local councils, as employers, to retain certificates of insurance against liability for injury or disease to their employees arising out of their employment for a period of 40 days from when the insurance commenced or was renewed.
- Documents relating to staff: Data relating to staff is kept securely and in accordance with the GDPR, and are not kept for longer than is necessary for the purpose it was held. However, records about former staff may be retained and accessed for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any legal claims made against the council.
- Correspondence: Correspondence relating to audit matters will be kept for the appropriate period. In planning matters,
- Correspondence: Sent to and from the Parish Council is retained until the development is complete
Historical/local interest documents: Norton sub Hamdon Parish Council might acquire records of local interest, gifts or records of general and local interest. These documents will either be retained by the Clerk or deposited with the Records Office.
- A full list of retention times is available upon request.

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 Parish Council of Norton sub Hamdon Parish Council holds about you.
- The right to request that the which the Parish Council of Norton sub Hamdon 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 of Norton sub Hamdon Parish Council to retain such data.
- 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 of complaints please in the first instance contact the Parish Clerk of Norton sub Hamdon Parish Council: MRS LOUISE BROOKS, SHEALES, HIGHER STREET, NORTON SUB HAMDON, PARISH COUNCIL, TA14 6SN.

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.

RETENTION PERIODS

TYPE OF RECORD/DOCUMENT	RETENTION PERIOD
Minute books	Indefinite - historical
Agendas	Until after n linger administrative requirement
Title deeds, leases, agreements	Indefinite - historical
Investments	Indefinite
Councillors declarations of interest	4 years or until Councillor vacates office.
Contracts, Quotations, Tenders	6 years
Receipt/payment accounts	6 years
Bank statements, paying-in books, cheque book stubs Paid invoices Paid cheques VAT records/ audit	6 years
Insurance policies	While valid
Planning applications and associated correspondence	<p>Planning applications that are current only. Once a decision has been made on a planning application, documents will be securely destroyed.</p> <p>Contentious planning application documents: Where permission is granted documents should be retained until the development is complete so that the Council can satisfy itself that development has proceeded according to the terms and conditions of the permission.</p> <p>Where planning permission is refused the papers should be retained until the period in which an appeal can be made has expired. If an appeal is made and dismissed any appeal papers should be kept for use in evidence against any application on the same site</p>
Correspondence and other documents on files	3 years or until the matter is closed, whichever is the later.
E-mails	1 week, or until the matter is closed or a resolution has been agreed. (whichever is the later) Paper copy to be placed on file if appropriate
Computer-based records (other than e-mails)	As appropriate based on the requirements of the GDPR
Notice Board	Whilst current
Clerk's Employment details	Whilst current
Grant Request	If money is granted – 6 years. If unsuccessful, destroyed.
Notice Board Information	Whilst current