

Astons Parish Council Privacy Notice

The notice describes the personal data processed by the Astons Parish Council (PC), the lawful basis for processing by PC, that no sharing of personal data is undertaken by PC, PC's personal data retention policy and contact details for queries about personal data processing by PC.

The notice has been drawn up in conformity with the General Data Protection Regulation (GDPR) as interpreted for use in UK by the Information Commissioner (ICO).

What personal data do we process?

1. Astons Parish Council (PC) receives personal data when people contact the Parish Clerk, one or more of the Councillors. The personal data usually consists of email address and/or home address.
2. We also collect small amounts of personal data of sole traders and SMEs that are contracted to deliver goods or services to the PC.

What is the lawful basis for PC processing personal data?

3. PC has a "Public Task" as defined in the GDPR. The definition is "*processing [of personal data] is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*".
4. We use personal data when processing incoming emails that mostly are views on planning applications, village streets scenes, the environment, recreational facilities and managing contracts.
5. PC will not process personal data in communications that include defamatory, threatening, abusive, pornographic or otherwise inappropriate text.
6. Personal data is also used when PC manages contracts for delivering goods and services; footpath clearance is an example.
7. The Data Controller for personal data is Astons Parish Council. The Data Protection Officer is a Councillor appointed by Astons Parish Council.

Sharing PC processed personal data.

8. PC does not currently share personal data with any entity outside the PC. Personal data is shared between Parish Councillors, particularly in preparation for and during PC monthly meetings.

Retention of personal data

9. Personal data processed by PC will be retained for a maximum 24 months unless there is a case for further retention endorsed by the Astons Parish Council Data Protection Officer.

For example, all PC business emails originated in 2016 would be destroyed by 31 December 2017.

10. PC will consult and/or notify the community if a substantial departure from the retention policy in the paragraph above is necessary for a particular purpose.
11. PC will retain personal data associated with contract and/or financial matters for up to six years as required by UK's public sector financial management policies.
12. PC will consider on a case-by-case basis all requests for removal of personal data processed by PC. Our policy is to agree to all such requests unless we have a GDPR compliant case for retaining some or all of the data.

Access to personal data processed by PC

13. PC will respond positively to an application to know what personal data is held by PC concerning the applicant. Applications should be made to the Astons Parish Council Data Protection Officer through the Astons Parish Clerk astons.parishclerk@gmail.com .
14. PC will provide a copy of the information free of charge unless the application is manifestly unfounded or excessive, particularly if it is repetitive. In these cases, PC has the right to charge the applicant a reasonable fee. PC also has a right to charge an applicant a fee for further copies of the same information.
15. If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:
The Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
01625 545745 or 0303 123 1113 (local rate) or via casework@ico.gov.uk

Denes Marffy, Astons Parish Clerk and Bruno Brunskill
18 April 2018