



DATA PRIVACY NOTICE

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?

Holme Valley Parish Council is the data controller (contact details below). This means that if you provide any personal data to the Council, it then decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The 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 technical measures are in place to protect personal data.

We use personal data for the following purposes:

- To deliver important services to residents of the Holme Valley, to protect and improve the social, recreational and environmental well-being of residents, together with visitors and all those who work or study in the Valley.
- To contact individuals and representatives of community groups and organisations, e.g. to provide a current service or to provide details of any new service that may be offered.
- To administer Council Members' records and comply with legislation, e.g. maintain a register of Councillors' interests.
- To manage the Council's employee(s).
- To maintain the Council's financial accounts, records and grant funding awards.
- To administer allotment and garage plot tenancies.
- To comment on planning applications in our area.

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 any events, activities, services or issues which you are interested in.
- Processing is necessary to comply with a legal obligation (e.g. employment law), for the performance of a contract with the data subject or to take steps to enter into a contract with him/her.
- Processing is necessary to protect the vital interests of the data subject or another person.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with Members of the Council for the purpose for which it was provided, e.g. in order to provide a service, resolve an issue or for any other purpose connected with the activities of the Council. We will only share your data with third parties outside the Council with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the Council's Records Management Policy.

7. Your rights and your personal data

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Council holds about you.
- The right to request that the 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 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 provides 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 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 Commissioner's Office.

8. Further processing

If the Council wishes to use your personal data for a new purpose, not covered by this 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, queries or complaints, please contact the Clerk in the first instance.

You can contact the Information Commissioner's 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.

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