

General Privacy Notice for the Public

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

Your Data

Your right to privacy is very important to us and we recognise that, when we collect, use, or store your personal data, you should be able to trust us to act in a responsible manner. This Privacy Notice tells you what you can expect when we process your data, and what your rights are.

Why we collect data

This Privacy Notice is provided to you by Abbots Bromley Parish Council which is a data controller for your data.

We primarily provide services for local communities and the people who live in them.

To provide these services, we must collect and use data about the people we provide services to. Data is also collected and used where we have a statutory duty to do so.

Other data controllers the council works with:

- Staffordshire County Council
- East Staffs Borough Council
- Other Town and Parish Councils
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data.

Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

How we collect data

Your data may be collected in various ways, including:

- Verbally
- Paper
- Telephone
- Email
- Online forms
- Website cookies
- CCTV
- Other forms of image and voice recording

Data may be collected directly from you or data about you may be gathered from other sources, and we may need to ask other agencies or organisations for relevant data about you to fulfil our legal responsibilities or to provide services.

Data we obtain will be captured and stored in our systems for the purpose(s) specified.

How we use your personal data

We will use your personal information for a limited number of purposes and always in line with our responsibilities, where there is a legal basis to do so, and in line with your rights under the GDPR. When we collect personal data from you, we will only use it to provide services you have requested or require. We will not collect any personal data from you that we do not need.

We will use the information you provide in order to:

- Deliver services and understand your needs
- Maintain and update your records or contact details
- Contact you where necessary
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations
- To confirm your identity to provide some services.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.

If we wish to use or share your data for any purpose other than that for which it was originally collected, we will provide information on these purposes. We will strive to make sure that the third party has sufficiently robust systems and procedures in place to protect your personal information.

Sometimes we may not be able to provide a service if you do not provide the information we need to do so.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation, which includes the

discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always consider your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of community facilities.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

Where necessary, information may be shared with partners and other organisations that provide services on our behalf. In such cases, the information provided is only the minimum necessary to enable them to provide services to you. These organisations are required to retain your information in a secure manner and only use it to undertake the services they provide to you.

If the information we intend to share is of a sensitive, personal nature we will only share it with partner organisations if we have obtained your consent or unless we are legally required, or enabled, to share it.

It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with".
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How we look after your data

Under the General Data Protection Regulations, we have a legal duty to protect any information that we hold about you. We take measures to safeguard your data and implement security standards and controls to prevent any unauthorised access to it. Information which you have provided the council will be stored securely. It will only be used for the purpose(s) stated when the information was collected.

The amount of time data is kept before being disposed of will vary depending on why it was collected, how it is used, and in line with any applicable UK laws. You can contact us for further information on our retention and disposal schedule and we can supply details about how long we keep data.

Your rights and your personal data

Under the GDPR you, as the Data Subject, you have the right to:

- Be informed about our collection and use of personal data and our legal basis for doing so.
- Access the information we hold about you. This information is usually provided free of charge but we may make a charge in circumstances specified in the regulations.
- Request that we rectify (correct) inaccurate or out of date factual information about you.
- Request that records we hold about you are erased.
- Restrict processing of the information we hold about you if you have an objection to that processing, whilst your objection is investigated.
- Request information you have supplied to us to be provided to you in machine-readable format so that it can be transferred to a third party
- Object to processing of your personal information including automated decision making and profiling.
- Withdraw any consent given at a previous point.
- Make a complaint or raise a concern to a supervisory authority if you are not satisfied with how the information held about you, or an information request, has been handled.

You can contact the Information Commissioners Office on 0303 123 1113 or via [email](#) or at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further processing

If we wish 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.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.abbotsbromley.com

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints should be addressed to:

The Parish Clerk, Abbots Bromley Parish Council, Marsh Farm, Uttoxeter Road, Abbots Bromley, Staffs, WS15 3EJ. parish.council@abbotsbromley.com