



MEDSTEAD PARISH COUNCIL PRIVACY POLICY

Our contact details

Name: Medstead Parish Council Parish Clerk

Address: PO Box 343 ALTON Hampshire GU34 9JS

Phone Number: 07908 932472

E-mail: clerk@medsteadpc.org

We currently collect and process the following information:

- Personal identifiers,
- Contacts and characteristics (for example, name and contact details).

Most of the personal information we process is provided to us directly by you. Under the UK GDPR & the Data Protection Act 2018, the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Medstead Parish Council at the above address.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

Procedures

As a local authority Medstead Parish Council has a number of procedures in place to ensure that it complies with the GDPR & the Data Protection Act 2018 when holding personal information.

When dealing with personal data, the Medstead Parish Council Clerk and Councillors must ensure that:

- i. Data is processed fairly and lawfully. This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- ii. Data is processed for specified purposes only.
- iii. Data is relevant to what it is needed for.
- iv. Data is accurate and kept up to date Personal data should be accurate, if it is not, it should be corrected.
- v. Data will not be kept longer than is needed for its original purpose or anticipated needs.
- vi. Data is processed in accordance with the rights of individuals. This means that individuals must be informed, upon request, of all the personal information held about them.

vii. Data is kept securely. This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public.

Storage of your personal information

Your information is securely stored. In storing and accessing data, Medstead Parish Council recognises its responsibility to be open with people when taking personal details from them.

This means that Councillors and Clerk must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to the Clerk or a member of Medstead Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Medstead Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them

- i. Medstead Parish Council must supply all of the personal information that is being held;
- ii. Medstead Parish Council must explain why it has been stored;
- iii. Medstead Parish Council must hold a list of who has seen it;
- iv. It must be supplied within 40 days. A fee to cover photocopying and postage charges will be charged to the person requesting the information. This fee will be reviewed annually by Council. Currently this fee must not exceed £10.

Data will never be used for political reasons.

Confidentiality

Medstead Parish Council Councillors and staff must be aware that when any complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the above address if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the above address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>