

Privacy Notice 2020

1 What type of information we have

- 1.1 We currently collect and process the following information: personal identifiers, contacts and characteristics (for example, name and contact details).

2 How we get the information and why we have it

- 2.1 Most of the personal information we process is provided to us directly by you for one of the following reasons:

- a so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.
- b so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the council. The council asks that you provide a dedicated e mail address for conducting council business.

- 2.2 Under the General Data Protection Regulation (GDPR), 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 enquiries@thealeparishcouncil.gov.uk
- b We have a legal obligation.
- c We need it to perform a public task.

3 What we do with the information we have

- 3.1 We use the information that you have given us to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

- 3.2 Your personal information will not be shared with or provided to any other third party.

4 How we store your information

- 4.1 Theale Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

- 4.2 We will only keep your data for the purpose it was collected for and only for as long as it necessary, after which it will be deleted. (You may request the deletion of your data held by Theale Parish Council at any time.)

5 Your data protection rights

- 5.1 Under data protection law, you have rights including:
- a your right of access – You have the right to ask us for copies of your personal information.
 - b your right to rectification – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
 - c your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.
 - d your right to restriction of processing – You have the right to ask us to restrict the processing of your information in certain circumstances.
 - e your right to object to processing – You have the right to object to the processing of your personal data in certain circumstances.
 - f your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- 5.2 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.
- 5.3 Please contact us at enquiries@thealeparishcouncil.gov.uk if you wish to make a request.

6 How to complain

- 6.1 You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113