

PITSTONE PARISH COUNCIL

Privacy Notice

1. When you contact us, complete a survey, provide information at a consultation event, or hire our facilities

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party without your consent.

2. The councils right to process information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- 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 controller

3. Information security

Pitstone 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 found on our website.

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

4. Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

5. Access to information

You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council releasing any information.

6. Information correction

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. You can do this by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

7. Information deletion

If you wish Pitstone Parish Council to delete the information about you, please contact the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

8. Right to object

If you believe that your data is not being processed for the purpose it has been collected for, you may object by contacting the Parish Clerk. Please be prepared to provide evidence of your proof of identity, prior to the council fulfilling any request.

9. Rights related to automated decision making and profiling

Pitstone Parish Council does not use any form of automated decision making or the profiling of individual personal data.

10. Specific information relating to allotment tenants

To manage your allotment tenancy and PAA subscription, your data will be shared with Pitstone Allotment Association (PAA). PAA have the same duties in respect of protecting your data.

11. Specific information relating to the youth café

It is vital that we hold accurate information for you and your child so that we can contact you in the event of an emergency/accident and to safeguard your child.

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned. Therefore, the parent or legal guardian, must complete and sign the Youth Café Membership Form prior to your child attending our café. For your child's safety and security, please ensure that you promptly notify us of any changes.

Pitstone Parish Council contracts with David Rollins to manage our Youth Café. All information you provide (personal information such as name, address, email address, phone number, important medical information) will be processed and stored by David Rollins to enable us to contact you and respond to your correspondence, provide information and/or access our youth café facilities and services. Your personal information is not processed/stored by Pitstone Parish Council unless a safeguarding or other issue is raised by the Café Manager.

By signing the Pitstone Youth Café Membership Form you are granting consent for your data to be utilised in the above manner.

Information will always be treated with the utmost confidence and not divulged outside the club apart from the exceptions that follow, which **may** be shared on a "need to know" basis in the following circumstances:

- If the young person is under 18 and physical, sexual or emotional abuse is suspected
- If a young person under 18 reports or alleges abuse
- If the life of the young person or another is at risk
- If information is revealed about criminal activity
- If a young person could cause harm to themselves or others
- If a club leader has reasonable cause to believe a young person is suffering or likely to suffer significant harm

Please refer to the following Youth Café Policies (available on our website or at the Youth Café) for more information: Confidentiality Policy, Data Handling Policy, Data Protection Policy, Secure Data Management Policy and Safeguarding Policy.

12. Specific information for council members

When you sign your acceptance of office and take your seat on Pitstone Parish Council, the information you provide (personal information such as name, address, email address, phone number, register of interests, bank details (if you submit an expense claim) and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence, refund expenses and retain information relating to your time in office with the Council. (The Council provide a dedicated email address for conducting Parish Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement, with bodies to fulfil our functions (eg our banking provider), or with your consent.

13. Specific information for employees & volunteers

When you sign your contract or accept a voluntary role with the Parish Council, the information you provide (personal information such as name, address, email address, phone number, bank details (if appropriate) and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence, pay wages/refund expenses and retain information relating to your time in employment/voluntary service with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement, with bodies to fulfil our functions (eg our banking provider), or with your consent.

14. Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time or find them on our website).

15. Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Council Clerk: (Laurie Eagling, parishclerk@pitstone.co.uk, 01296767261) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

16. Review

This policy was adopted by Pitstone Parish Council on ...26/8/21.....

minute reference176/21.2..... and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

D Nicholls

Chairman