

NORTHOP COMMUNITY COUNCIL

PRIVACY NOTICE

The Council holds and processes (uses) certain information that is known as personal data. The Council is registered with the Information Commissioner's Office and any information held will be processed in line with the principles set out by ICO Regulations, with which we must comply.

The Council will:

- Only hold the minimum personal information needed to operate as a Council.
- Delete personal information once the need to hold it has passed.
- Access and process all personal information in line with the lawfulness, fairness and transparency principles

This notice is designed to give you information about the data the Council holds, how it is used and individual's rights in relation to it and the safeguards that are in place to protect it.

The personal data held by the Council and how it is obtained.

The types of personal data we hold and process about individuals can include:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details of staff and members, including date of birth and national insurance number

Where you have provided us with personal data about other individuals, please ensure that those individuals are aware of the information contained within this notice.

How the Council will use personal data

We may process personal data to fulfil our obligations and this can include the processing of personal data for all or any of the following purposes:

- to contact you
- for statistical and reference purposes
- to comply with our legal and regulatory obligations as a Local Authority
- to address queries from you
- employment

Organisations with which the Council may share personal data.

From time to time we will share personal data with partner organisations and service providers so that they can help us carry out our duties, rights and discretions in relation

to the services we provide. We will only share data to the extent that the Council considers the information is reasonably required for these purposes.

Any Personal Information we hold will be disclosed, with reasonable purpose to:

- Our staff – where the information is vital and required for their work.
- The Courts – under the direction of a Court Order.
- Our partners – strictly in line with agreed procedures.
- Others – as detailed in the Council's Data Protection registration.

Under the Digital Economy Act 2017, the Council may share personal data provided to us with other Council's for the purposes of fraud, crime detection/prevention, to improve public service delivery, statistical research. Northop Community Council has a duty to protect the public fund it manages. Therefore, information that you have provided to us may be used for the prevention and detection of fraud.

Where requested or if we consider that it is reasonably required, we may also provide your data to government bodies and dispute resolution and law enforcement organisations, including those listed above, the Pensions Regulator, the Pensions Ombudsman and Her Majesty's Revenue and Customs (HMRC). They may then use the data to carry out their legal functions.

How long will the personal data be kept

The Council will only keep personal data for as long as it is needed in order to fulfil the purpose(s) for which it was collected and in accordance with the Council's Retention of Documents Policy, unless it is deemed of benefit to the Council to retain the data for a longer period of time.

Your rights

You have a right to access and obtain a copy of the personal data that the Council holds about you and to ask the Authority to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask the Council to restrict the processing of your personal data until any errors are corrected, to object to processing or to transfer or to erase your personal data.

If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact the Data Protection Officer as indicated below. You also have the right to lodge a complaint in relation to this privacy notice or the Council's processing activities with the Information Commissioner's Office which you can do through the website below or their telephone helpline.

You can obtain further information about these rights from The Information Commissioner's website at www.ico.org.uk or via their telephone helpline 0303 123 1113.

The legal basis for which the Council uses personal data

The Council holds personal data in its capacity as a data controller. This includes the need to process data to contact you; for employment purposes; for statistical and reference purposes; to comply with legal and regulatory obligations as a Local Authority and to address queries from you. Further information about how we use personal data is provided below.

The legal basis for our use of your personal data will generally be one or more of the following:

- we need to process personal data to satisfy our legal obligations as a Local Authority
- we need to process your personal data to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body;
- because we need to process your personal data to meet our contractual obligations to you
- processing is necessary in order to protect the vital interests of the data subject or of another natural person

Updating this notice

The Council may update this notice from time to time and will notify you of any significant changes.

Please contact the Clerk to the Council (who currently acts as the Data Protection Officer) for further information.

clerk-northopcc@hotmail.co.uk

You have the right to withdraw your consent to the processing at any time by notifying the Clerk to the Council in writing.

...