



## **General Data Protection Regulations (GDPR) DATA PRIVACY NOTICE**

### **BUDOOCK PARISH NEIGHBOURHOOD DEVELOPMENT PLAN**

#### **Your personal data – what is it?**

Personal data is any information about a living individual which allows them to be identified from that data. In most cases the data would be names, postal addresses, email addresses and telephone numbers. Identification can be from that information alone or in conjunction with any other information in the data controller's possession or which is likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### **Who are we?**

Budoock Parish Council is the data controller. This means it decides how your personal data is processed and for what purpose.

#### **How do we process your personal data?**

Budoock Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and eventually destroying it securely; by not collecting or retaining excessive amounts of data; by protecting it from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

#### **How we use your personal data**

The parish council uses your data for some or all of the following purposes:

- To deliver public services including understanding your needs and to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To contact you by post, email, telephone or social media either responding to requests you have made of us, or for passing on continuing information that you may have requested and that may be of interest to you;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To seek your views, opinions or comments.

#### **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 legal obligations 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 take into account 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.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with third parties in order to carry out a service or for purposes connected with Budock Parish Council business. We will only share your data with third parties outside of the council with your consent. The council receives some personal data from other Data Controllers, such as the Electoral Roll and planning applications. That data will be processed in accordance with our published policy.

### **How long do we keep your personal data?**

We will only hold personal data as long as it is necessary for us to undertake our responsibilities, but we are legally obliged to keep some records permanently, and financial records for eight years for audit purposes. Details can be found in our Retention of Documents Policy which gives a full list of documents retained and for how long.

When we receive correspondence on specific issues we try to limit retention to 6 months, or until the subject has been reasonably dealt with.

When personal data is no longer needed, it will be destroyed or deleted in a secure manner.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Budock Parish Council holds about you;
- The right to request that Budock Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary to retain such data;
- The right to object to processing your personal data or to restrict it to certain purposes;
- The right to withdraw your consent at any time to the processing of the data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

### **Further processing**

If we wish to use your personal data for a new purpose not covered by this Data Protection 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 will keep this Privacy Notice under regular review and will place any updates on the website [www.budockparish.net](http://www.budockparish.net)

### **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact;  
The Clerk, Budock Parish Council, Parish Council Office, Budock Village Hall, Budock Water, Falmouth TR11 5DR or telephone 01326 373727 or email [clerk@budockparish.net](mailto:clerk@budockparish.net)

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.