

# MARY TAVY PARISH COUNCIL

## Privacy Notice

**When you contact us**, the information you provide (personal information such as your name, address, email address, phone number, organisation) will be processed to enable us to contact you and respond to your correspondence, provide you with information and/or allow you to access our facilities and services.

Mary Tavy Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining the information that is required by law
- pursue the legitimate interests of its business and its duties as a public body, fulfilling contractual terms and maintaining the information that is required by law
- monitor its activities including the equality and diversity of its activities
- assist regulatory and law enforcement agencies
- process information including the recording and updating of details about its councillors, employees and volunteers
- process information including the recording and updating of details about individuals who contact it for information, to access a service, or to make a complaint
- carry out council administration.

**Mary Tavy Parish Council will not process your data if it does not have a legal basis for processing. The council will ensure that at least one of the following conditions is met each time it processes personal data (the lawful bases for processing, Article 6 of the UK General Data Protection Regulation, UK GDPR):**

- the individual has consented to the processing or
- processing is necessary for the performance of a contract or agreement with the individual or
- processing is required under a legal obligation or
- processing is necessary to protect someone's vital interests or life or
- processing is necessary to carry out lawful public tasks and functions or
- processing is necessary in order to pursue our legitimate interests.

Particular attention is paid to the processing of any **sensitive personal information** and the council will ensure that at least one of the following conditions is met:

- explicit consent of the individual
- a requirement by law to process the data for employment purposes
- a requirement in order to protect the vital interests of the data subject or another person.

**Who is responsible for protecting a person's personal data?**

The parish council as a corporate body has ultimate responsibility for ensuring compliance with data protection legislation. The council has delegated this responsibility day-to-day to the clerk who is the council's data protection lead. The council is not required to have an external Data Protection Officer to ensure compliance with data protection legislation.

- Email: [parishclerk@marytavyparishcouncil.co.uk](mailto:parishclerk@marytavyparishcouncil.co.uk)
- Phone: **01822 616047**
- Correspondence: **Miss. K Anness (Clerk), 32 Oak Road, Tavistock, PL19 9EZ**

**Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Mary Tavy Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however, wherever possible, written consent will be sought. It is the responsibility of those individuals to ensure that the council is able to keep their personal data accurate and up-to-date. Personal information will be not shared or provided to a third party (except in certain specific circumstances, e.g., to allow the council to comply with a legal obligation or to protect someone's vital interests or life). Your personal data will not be used for any purpose other than that for which it was originally provided.

**Information Security**

Mary Tavy 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 policies.

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.

**Children**

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

**Your Individual Rights: -****Right to be informed**

You have the right to clear and concise information about what we will do with the information we have on you. Please contact the clerk to exercise your right to be informed.

**Right of access**

You have the right to request access to the information we have on you. Please contact the clerk to exercise your right of access.

**Right to rectification**

If you believe that the information that we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the clerk to exercise your right to rectification.

**Right to erasure**

If you wish Mary Tavy Parish Council to delete the information it holds about you, please contact the clerk to request this.

**Right to restrict processing**

If you would like us to restrict or limit the processing of your data, please contact the clerk to request this.

**Right to object**

If you believe that your data is not being processed for the purpose it has been collected, you may object. Please contact the clerk to exercise your right to object.

**Rights related to Automated Decision-Making including Profiling**

Mary Tavy Parish Council **does not** use any form of automated decision-making or profiling of individual personal data.

**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 will not sell or pass your data on 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 review this privacy notice annually to keep it up-to-date.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to: Miss. Katherine Anness (Clerk) or the Information Commissioner's Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

**This Privacy Notice was last reviewed and readopted at the full council meeting held on 11<sup>th</sup> April 2023**

**Minute reference: page 6**

**Next review due: May 2024**