

Privacy Notice

Why have this notice?

Cottenham Parish Council respects your personal data and only retains the minimum necessary – usually only your email, and possibly your name and postal address and any comments you make to us. Unless you tell us otherwise, we may make this information available to others **but** only for the purposes of further consultation or clarification in the context of Parish Council activity. This policy reflects the high standards established by the **General Data Protection Regulations (GDPR)** taking effect across Europe from 25th May 2018.

Cottenham Parish Council has adopted this Privacy Notice

Your Personal data – what is it?

Personal data is any information about a living individual which allows you to be identified.

Personal data the Parish Council processes and retains

- To keep you informed of Parish Council services and other activities of local interest, we process and retain your contact information. This is usually limited to name, title, any aliases; your contact details such as telephone numbers, addresses and email addresses; and possibly comments you make and photographs. We do not share this data and may retain it until you request its deletion.
- To keep you informed of issues you have reported to us or expressed interest in, we process and retain your contact information. This is usually limited to name, title, any aliases; your contact details such as telephone numbers, addresses and email addresses; and possibly comments you make and photographs. We may need to share your contact data with trusted third parties, such as South Cambridgeshire District Council, Cambridgeshire County Council or other trusted parties we are working with. We may retain this data until you request its deletion.
- Where you pay for activities such as use of a council hall, we process and retain financial identifiers such as bank account numbers. In these instances we retain data for as long as necessary to satisfy HMRC and legal requirements.
- In a few cases especially as employees, we may need information such as gender, age, education, work history, academic/professional qualifications. In these instances we retain data for as long as necessary to satisfy HMRC and requirements of employment law.

According to data protection law, the personal data we hold about you must be:

- Relevant to the purposes we have told you about and limited only to those purposes
- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring the appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

How long do we keep your personal data?

In general, we will endeavour to keep data only for as long as we need it; then we will delete it.

We may keep some other records for an extended period of time. For example, financial records for a minimum period of 8 years to support HMRC audits or provide tax information or information necessary to defend or pursue legal actions.

We will keep some records permanently if we are legally required to do so, usually as part of our statutory obligations as a public authority.

Your rights and your personal data

Subject to proving your identity to us, you have the following rights with respect to your personal data:

1) *The right to access personal data we hold on you*

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will usually respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

If you believe that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request and confirmed your identity we will confirm whether the personal data has been deleted or the reason why it cannot be deleted at this time.

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

You can withdraw your consent by telephone, email, or by post (see Contact Details below).

6) *The right to lodge a complaint with the Information Commissioner's Office.*

You can contact the Information Commissioners 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.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 keep this Privacy Notice under regular review and we will place any updates on www.cottenhampc.org.uk/publications . This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Cottenham Parish Council, Village Hall, Lambs Lane, Cottenham, Cambridge CB24 8TA.

Email: clerk@cottenhampc.org.uk