WILLINGALE PARISH COUNCIL - WEBSITE PRIVACY POLICY

Adopted 2nd July 2019
Reviewed 11th March 2025
Next review March 2028

1. What it covers:
This privacy policy sets out how Willingale Parish Council uses and protects any information that you give it when you use this website.

Links from within Willingale Parish Council's website to external websites are not covered by this policy. Willingale Parish Council is committed to ensuring that your privacy is protected and as a result any information you give will only be used in accordance with this policy.

2. The website host organisation:
The website is be hosted by 'ecohosting'.

3. Information collection:
You can visit this site without telling the Parish Council who you are or giving any personally identifiable information. The Parish Council doesn't use cookies for the general running of the site.

It is only when you e-mail Willingale Parish Council that you can be identified. The Parish Council does not link IP addresses to any personal data so all visitors to this site can remain anonymous at all times.

4. Information use:
Where you voluntarily choose to give Willingale Parish Council your personal details such as your name, address, telephone number and email address, the personal information you provide will only be used to provide you with the information you have requested and will not be retained for longer than is necessary to answer your enquiry. For full details see ***Willingale Council's Data Privacy Notice***

WILLINGALE PARISH COUNCIL
General Data Protection
Regulation Policy

Adopted 2nd July 2019
Reviewed 11th March 2025
Next Review March 2028

1. Purpose of the policy and background to the General Data Protection Regulation.
This policy explains to councillors, employees and the public about GDPR. Personal data has to be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy supersedes any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

2. Identifying the roles and minimising risk
GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The name of the Data Controller (DC) will be published on the Willingale Parish Council Website. It is the DC's duty to manage any information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information.

GDPR requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and in reputation) and one which will be in the Risk Assessment of the council. Such risk is minimised by issuing privacy statements, and minimising who holds data protected information and the council undertaking training in data protection awareness.

3. Data breaches
One of the duties of the DC is the investigation of any breaches. Personal data breaches should be reported to the DC for investigation. Investigations will normally be undertaken within one month of the report of a breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DC will also have to notify those concerned directly.

It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

4. Privacy Notices
Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the Data Controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time,

withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

5. Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected, and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the Data Controller must respond to this request within a month. The Data Controller has the delegated authority from the Council to delete information. If a request is considered to be manifestly unfounded then the request could be refused, or a charge may apply. The charge will be as detailed in the council's Freedom of information Publication Scheme. The council will be informed of such requests.

6. Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

7. Summary

The main actions arising from this policy are:

- A copy of this policy will be available on the Council's website.
- The Contracts and Job Descriptions of relevant employees will include additional responsibilities relating to data protection.
- Privacy notices will be issued where necessary.
- Data Protection will be included on the Council's Risk Assessment.

This policy document is written with current information and advice. It will be reviewed periodically or when further advice is issued by the ICO. All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

End of Policy Document

Willingale Parish Council Data Privacy Notice

Adopted 2nd July 2019
Reviewed 11th March 2025
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Privacy Notice
Willingale Parish Council

We regard your privacy as important and comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

We may process and hold information in order to provide public services. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email or by a member of our staff, or one of our partners.

1. We record personal information if you:

- subscribe to or apply for services that require personal information,
- report a fault or issue and provide your contact details to us in order to respond,
- contact us and leave your details for us to respond.

2. Why we collect information.

We collect and hold information about you in order to do any of the following:

- deliver public services
- confirm your identity in order to provide some services
- contact you by post, email or telephone
- understand your needs to provide the services that you request
- understand what we can do for you and inform you of other relevant services and benefits
- obtain your opinion about our services
- update your customer record
- help us to build up a picture of how we are performing at delivering services
- prevent and detect fraud and corruption in the use of public funds
- allow us to undertake statutory functions efficiently and effectively
- make sure we meet our statutory obligations.

3. Our Right to Process Information:

We are permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- 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 data controller

4. How we use your information:

We will only use any personal information you send us for the purposes for which you provide it. All employees and Councillors who have access to your personal data, and are associated with the handling of that data, are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties. The Council tries to keep the information we have about you accurate and up to date. If, however you find errors or inaccuracies in your data we will erase, complete, or amend that information upon request. Our contact details are below.

4.1 We will process your information for the following purposes:

- for the service you requested, and to monitor and improve the council's performance in responding to your request.

- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- where necessary to protect individuals from harm or injury.
- to allow the statistical analysis of data so we can plan the provision of services.

4.2 How long do we keep your personal data?

We will only hold your information for as long as necessary but:

- some records are kept permanently if there is a legal requirement to do so,
- some records are kept for an extended period of time e.g. financial records.

They will be deleted when no longer needed.

5. Information sharing

We may need to pass your information to other people and organisations that provide the service. These providers are obliged to keep your details securely and use them only to fulfil your request. If we wish to pass your sensitive or confidential information onto a third party, we will only do so once we have obtained your consent, unless we are legally required to do so. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act.

Where we need to disclose sensitive or confidential information to other partners we will do so only with your prior explicit consent, or, where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

6. Information Security:

Willingale Parish Council gives priority to protecting the security of personal data which we hold. 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. 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.

7. Children

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

8. Your Rights

8.1 Access to Information

You have the right to request access to the information we have about you. You can do this by contacting our Data Controller:

8.2 Information Correction or Deletion

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. Proof of identity may be required. If you wish Willingale Parish Council to correct or delete the information about you please contact:

The Data Controller – Mrs C Milligan
Willingale Parish Council
clerk@willingaleparishcouncil.org.uk

8.3 Right to Object
If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact:

The Data Controllern- Mrs C Milligan
Willingale Parish Council
clerk@willingaleparishcouncil.org.uk

8.4 Rights Related to Automated Decision Making and Profiling
Willingale Parish Council does not use automated decision making or profiling of individual personal data. 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 your data, we do not pass your data to third parties without your consent – unless legally obliged to do so. 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.

9. Complaints
If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Willingale Parish Council Data Controller (see above) and/ or the Information Commissioners Office https://ico.org.uk/global/contact-us/