



## Data Privacy Notice

### Your personal data – what is it ?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

### Who are we ?

Shute Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data ?

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

We use your data for the following purposes :-

- ❖ To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as a parish council.
- ❖ To administer burial records.
- ❖ To fundraise and promote the interests of the parish.
- ❖ To manage our employees and volunteers.
- ❖ To maintain our own accounts and records.
- ❖ To inform you of news, events, activities etc in the Parish.
- ❖ To share your contact details with other relevant groups so they can keep you informed about news, events and activities that will be occurring in which you may be interested.

### What is the legal basis for processing your personal data ?

- ❖ Explicit consent of the data subject so that we can keep you informed about news, events and activities.
- ❖ Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- ❖ Processing is carried out by a not for profit body provided :-  
The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and  
There is no disclosure to a third party without consent.

### Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others outside of the parish with your consent.

### How long do we keep your personal data

We keep data in accordance with the guidance set out in 'Local public services data handling guide'

Specifically, we retain electoral role data while still current and parish registers – burial and memorial applications – permanently.

### 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 Shute Parish Council holds about you;
- ❖ The right to request that Shute Parish Council corrects any personal data if it found to be inaccurate or out of date;
- ❖ The right to request your personal data is erased where it is no longer necessary for the Shute Parish Council to retain such data;
- ❖ The right to withdraw your consent to the processing at any time;
- ❖ The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability) where applicable. This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- ❖ 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. This only applies where processing is based on legitimate interests or the performance of a task in the public interest / exercise of official authority; direct marketing and processing for the purposes of scientific / historical research and statistics.
- ❖ The right to lodge a complaint with the Information Commissioners 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.

### Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Shute Parish Council, Parish Clerk, Colhayne Close, Colhayne Lane, Shute, Devon, EX13 7QQ. E mail [clerk@shute.eastdevon.gov.uk](mailto:clerk@shute.eastdevon.gov.uk) ;Telephone 01404 831080.

You can contact the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website [ico.org.uk/global/contact-us/email/](http://ico.org.uk/global/contact-us/email/) ; Telephone 0303 123 1113.