

Privacy Notice

This website is run by Lockerley Parish Council. We regard your privacy as critically important and comply with the Data Protection Act 1998 and the new General Data Protection Regulation (GDPR) which came into effect on 25th May 2018.

We may process and hold information about you in order to provide public services. This notice explains how we use and share your information. Information may be collected on paper or online. We could also collect information by telephone, email or by a member of our staff. We may also receive information about you from one of our partners such as Test Valley Borough Council or Hampshire County Council.

We record your personal information if you:

- Subscribe to or apply for services that require personal information.
- Report a fault and give your contact details for us to respond. For example, if you call us to raise any concerns.
- You could also contact us and leave your details for us to respond by telephone on any range of questions.

Why we collect information

We collect and hold information about you, in order to:

- Deliver the public service we are required to do.
- Confirm your identity to provide some services.
- To prevent money laundering/fraud when paying for 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 we think may be of interest.
- Obtain your opinion about our services such as a consultation document.
- Update your customer record or customer account.
- Help us to develop an understanding of how we are performing at delivering services
- Allow us to undertake statutory functions efficiently and effectively
- Make sure we meet our statutory obligations.

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 controller.

How we use your information

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary. All employees 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 Lockerley Parish Council are protected against unauthorised access by third parties at all times.

LOCKERLEY PARISH COUNCIL WILL **NEVER** PASS ON YOUR INFORMATION TO THIRD PARTIES WITHOUT YOUR WRITTEN CONSENT UNDER ANY CIRCUMSTANCES.

LOCKERLEY PARISH COUNCIL WILL **NEVER** USE YOUR INFORMATION TO SEND SPECULATIVE MARKETING OR PROMOTIONAL MATERIAL.

Lockerley Parish 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 at the bottom of this page.

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 requirements of law.
- To prevent and detect fraud or crime.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Parish Council.
- Where necessary to protect individuals from harm or injury that may result from us not passing information diligently.
- To allow the statistical analysis of your data so we can plan the future provision of services.

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 written 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. For example if we are contacted by HMRC in relation to Court Proceedings in England & Wales -or- we are requested to share information by Hampshire Police in relation to a criminal investigation.

Information Security

Smannell Parish Council will always ensure the security of your 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 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.

Children

We will not process any data relating to a child (from 15 or under) without the express parental/guardian consent of the child concerned.

Your Rights

Access to Information

You have the right to request access to the information we have about you. You can do this by contacting the Data Information Officer who is also the Parish Clerk: clerk@lockerley-pc.gov.uk

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. Please contact the Parish Clerk: clerk@lockerley-pc.gov.uk

If you wish that Lockerley Parish Council should delete the information about you please contact the Parish Clerk: clerk@lockerley-pc.gov.uk

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 Parish Clerk: clerk@lockerley-pc.gov.uk

Rights Related to Automated Decision Making and Profiling

Lockerley Parish Council does not use automated decision making or profiling of individual personal data.

In Summary:

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. 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.

Smannell Parish Council is NOT required to employ a dedicated Data Protection Officer (DPO) under the revised provisions of the Act.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Enham Alamein Parish Council. Please contact the Parish Clerk: clerk@lockerley-pc.gov.uk

You can also contact the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Lockerley Parish Council, Trianon, Pentre Lane, Buckley, Flintshire. CH7 3PA. Tel: 07553750444