**ROPLEY PARISH COUNCIL**

**Data Protection Policy.**

1. This Privacy Policy is provided to you by Ropley Parish Council which is the data

controller for your data.

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

from that data (for example a name, photographs, videos, email address, or address).

Identification can be by the personal data alone or in conjunction with any other personal

data. The processing of personal data is governed by legislation relating to personal data

which applies in the United Kingdom including the General Data Protection Regulation (the

“GDPR) and other local legislation relating to personal data and rights such as the Human

Rights Act.

3. The council will process some or all of the following personal data where necessary to

perform its tasks:

• Names, titles, and aliases, photographs;

• Contact details such as telephone numbers, addresses, and email addresses;

• Where they are relevant to the services provided by a council, or where you provide

them to us, we may process information such as gender, age, marital status,

nationality, education/work history, academic/professional qualifications, hobbies,

family composition, and dependants;

• Where you pay for activities such as use of a council hall, financial identifiers such as

bank account numbers, payment card numbers, payment/transaction identifiers,

policy numbers, and claim numbers;

• The personal data we process may include sensitive or other special categories of

personal data such as criminal convictions, racial or ethnic origin, mental and

physical health, details of injuries, medication/treatment received, political beliefs,

trade union affiliation, genetic data, biometric data, data concerning and sexual life

or orientation.

4. The council will comply with data protection law. This says that the personal data we hold

about you must be:

• 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.

• Relevant to the purposes we have told you about and limited only to 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 that appropriate technical and

security measures are in place to protect your personal data to protect personal

data from loss, misuse, unauthorised access and disclosure.

5. This section provides information about the third parties with whom the council may share

your personal data. These third parties have an obligation to put in place appropriate

security measures and will be responsible to you directly for the manner in which they

process and protect your personal data. It is likely that we will need to share your data with

some or all of the following (but only where necessary):

• Our agents, suppliers and contractors. For example, we may ask a commercial

provider to publish or distribute newsletters on our behalf, or to maintain our

database software;

• On occasion, other local authorities or not for profit bodies with which we are

carrying out joint ventures e.g. in relation to facilities or events for the community.

6. You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to

verify your identity for your security. In such cases we will need you to respond with proof of

your identity before you can exercise these rights.

• The right to access personal data we hold on you

• The right to correct and update the personal data we hold on you

• The right to have your personal data erased

• The right to object to processing of your personal data or to restrict it to certain

purposes only

• The right to data portability

• The right to withdraw your consent to the processing at any time for any processing

of data to which consent was obtained.

• The right to lodge a complaint with the Information Commissioner’s Office.

For more information, please see our Subject Access Request policy.

7. Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area

(“EEA”) will only be placed on systems complying with measures giving equivalent protection of

personal rights either through international agreements or contracts approved by the European

Union. Our website is also accessible from overseas so on occasion some personal data (for

example in a newsletter) may be accessed from overseas.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we

will provide you with a Privacy 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.

9. We keep this Privacy Policy under regular review.

The next review is to take place in November 2024