

# GDPR Data Privacy Notice

## 1. 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 or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## 2. Who are we?

Wonersh Parish Council is the data controller (contact details below) and data processor. This means it decides how your personal data is processed and for what purposes and undertakes the processing of that data.

## 3. How do we process your personal data?

Wonersh 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 personal data for the following purposes: -**

- to enable us to provide a service for the benefit of the public in a particular geographical area as defined by the Electoral Commission;
- to administer financial records of the hiring of our chargeable facilities;
- to manage our employees and volunteers;
- to maintain our own accounts and records;
- to inform you of news, events, and activities being run by the parish council.

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

- Public Task is the legal basis of our data handling.
- Processing is necessary for carrying out legal obligations in relation to managing the letting of our facilities or under employment, social security or a collective agreement.
- There is no disclosure to a third party without consent

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other officers of the council in order to carry out a function or for purposes connected with the council. We will only share your data with third parties outside of the parish council with your consent.

## **6. How long do we keep your personal data?**

We keep data in accordance with the requirements of HMRC for invoices, and for as long as required (as a tenant or on the waiting list) for allotments. Specifically, we retain electoral roll data while it is still current; hiring records and associated paperwork for up to 7 years after the calendar year to which they relate.

## **7. 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 Wonersh Parish Council holds about you;
- The right to request that Wonersh Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Wonersh 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) [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.

## **8. 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.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk on [clerk@wonershparish.org](mailto:clerk@wonershparish.org) or on 01483 892601.

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.

This Privacy Notice was adopted by the council at its meeting held on 21 November 2024. It is due for review in November 2026.