

PRIVACY POLICY GREAT AND LITTLE BARUGH PARISH COUNCIL

Great and Little Barugh is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulations (GDPR). This means that the Council has a duty of care towards the personal data that it collects and uses.

In order to deliver our services the Council needs to collect and use your personal data and sometimes your special category personal data. We will only collect the data we need and if we don't need your personal data we will keep it anonymous.

We may need to use and collect your personal data, and sometimes your special category personal data, so that we can:

- Deliver, manage, and check the quality of services that we provide to you
- Investigate complaints or concerns raised by you or other individuals
- Assist with the research and planning of new services
- Your name, contact details, and address may be held on the Council's databases, so that we can deliver services to you and easily identify you should you contact us. This includes our customer contact system, departmental back office systems and our systems that enable online service delivery.
- Council officers may only access your personal data if they require it to perform a task. There are procedures and checks in place to ensure that officers can not use your data for their own personal benefit.
- Other Organisations
Occasionally the Council is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the Council to do so. For example the Council may need to share information with the police to help prevent or detect a crime. The Council may not have to tell you if we do share with other organisations.
- Statutory Functions
The Council's internal auditors, counter fraud service, data protection officer, and external auditors may also have access to your personal data in order to complete their work. The Council will only share personal data with another organisation if it has a lawful basis to do so and will always keep records of when your data has been disclosed to another organisation.

The Council is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all officers and elected councillors on how to handle personal data
- Policies and procedures detailing what officers can and can not do with personal data
- A number of IT security safeguards such as firewalls, encryption, and virus protection software
- On site security safeguards to protect physical files and electronic equipment
- Unless the Council is using your data based on consent or to carry out obligations under contract then it will be relying on a legal power.
- There are a number of legal reasons for the Council to collect and use your personal data. The service specific privacy notices, which can be found at the end of this notice, will tell you which legal power the Council is relying on for that specific process.

The Council will only keep your personal data for as long as it is required to fulfil the purpose it was collected for or for as long as is required by legislation.

Data Protection legislation gives you, the data subject, a number of rights in regards to your personal information.

Parish Councils are exempt from the requirement of employing a Data Protection Officer. If you wish to raise a concern in the first instance please contact :- greatandlittlebarughpc@gmail.com or telephone 01653 668274.

You may also want to complain to the Information Commissioner's Office (the Data Protection regulator) about the way in which the Council has handled your personal data. You can do so by contacting:

Email:

First Contact Team
[Information Commissioner's Office](#)
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF