

# Lamberhurst Parish Council

## Privacy Policy

Adopted on 18 July 2018

### Your personal data – what is it?

“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 directly using the personal data itself or by combining it with other information which helps to identify a living individual. 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.

### Council information

This Privacy Policy is provided to you by Lamberhurst Parish Council, which is the data controller for your data.

The Council's address is:

C/o The Parish Clerk, 1 Tanyard Cottages, The Broadway, Lamberhurst, TN3 8DD

We will always respect the privacy of individuals who browse our website and leave contact details with us. Please read our privacy policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use (process) that data.

Lamberhurst Parish Council does not track your activity as an individual.

### **The Council will process some or all of the following personal data where necessary to perform its tasks**

- Names and titles;
- Contact details such as telephone numbers, addresses, and email addresses;

### **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.

### **We use your personal data for some or all of the following purposes**

- To deliver public services including hiring of allotments and management of common land licenses;
- To contact you by post, email, telephone;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments, particularly in connection with our proposed Neighbourhood Plan;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council.

### **Sharing your personal data**

The council will implement appropriate security measures to protect your personal data. We will not share your personal data with any third party without your consent.

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

We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

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

- **The right to be informed**  
At any time you can request the data we hold on you. We will respond to requests within one month of receiving them.
- **The right to correct and update the personal data we hold on you.** If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.
- **The right to have your personal data erased** if you feel we should no longer be using it or are using it unlawfully. When we receive your request we will then either confirm that it has been deleted or explain why it cannot be deleted. e.g. because we need it to comply with a legal obligation.
- **The right to object to processing of your personal data or to restrict it to certain purposes only.** You can request us to stop processing your data or ask us to restrict what we do with it. When we receive your request we will let you know if we are able to comply or if we have a legal obligation to continue.
- **The right to withdraw your consent** to the processing at any time for any processing of data to which consent was obtained. Please use the Parish Clerk (details above) to do this.
- **The right to lodge a complaint** with the Information Commissioner's Office. 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.

### **Changes to this policy**

We keep this Privacy Policy under regular review and we will place any updates on this website.