Rackheath Community Council Privacy Statement

Background
This privacy statement lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

Source of your Personal Data
We collect data from the following sources:

- You directly
- Your family members
- Other authorities (where you have raised a query and it has been passed on)

Data Protection Principles
We will comply with data protection law. This says that personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Kept secure.

Personal data that we will process includes:

- Personal and contact details (e.g. title, name, addresses, phone numbers)
- Copies of correspondence between you and the Council (e.g. emails you have sent us)
- Services you receive from us, as well as have been interested in and have received, and the associated payment methods used (e.g. Pavilion hire)
- Services and goods you provide to us, (e.g. as a sole trader)
- Employment details (if you apply for a job with or are employed by the Council)

We use your personal data, including any of the personal data listed above, for the following purposes:

- To respond to a request for a service or manage services that we provide to you (or you provide for us, e.g. as a contractor)

- To respond to a booking enquiry or process a booking at The Pavilion and Stracey Sports Park
- To monitor and record our communications with you and our staff (see below)
- To comply with legal and regulatory obligations, requirements and guidance
- To assess job applications or to manage existing staff employment
- To process applications for grants, or to become a councillor
- To carry out our public duties and tasks

We will never use your personal information for purposes other than those for which it was provided or obtained without first obtaining your consent.

Legal Basis for Processing your Personal Data
The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):

- Processing is with consent of the data subject
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- 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

Sharing your data
The Council may share your personal data with the following third parties:

- The District or County Council – so that we can resolve your query or problem (we will seek your permission first)
- Our bank – for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

We have carefully selected these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

Children
We will not process any data relating to a child (12 and under) without the express parental/ guardian consent of the child concerned.

Sensitive Data
In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

CCTV
Our processing may also include the use of CCTV systems for the prevention and prosecution of crime. Please see the separate CCTV policy for further details.

Your Rights
Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right to be **informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The **right to restrict processing** of your personal information
- The **right to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** ("data portability")

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner's Office which enforces data protection laws: casework@ico.org.uk Tel: 0303 123 1113

Conclusion
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 or pass your data to third parties. 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 may update this page from time to time to reflect changes in the law and/or our privacy practices.

Contact Us
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