

General Privacy Notice

Rawreth Parish Council complies with the General Data Protection Regulation (GDPR) law which came into effect on the 25th of May 2018 and supercedes the Data Protection Act 1998. We are the registered Data Controller (Reg No Z2836896) and Data Processor.

We are a public authority who has certain powers and obligations and most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's functions and powers. We are committed to keeping your personal information accurate and up to date and we will not keep your data longer than necessary and will dispose of it securely. Certain data has to be kept permanently, details can be found in our Retention Policy.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy. Personal data is any information including photographs, video's, CCTV that is about a living individual which allows them to be identified from that Data.

This notice applies to all personal data collected for or on behalf of Rawreth Parish Council. This includes information collected by letter, email, face to face, telephone or online.

By using our site you agreed to accept this privacy notice This notice may be reviewed from time to time so please check back here each time you submit personal data to us.

How we use your personal information The Parish Council collects and uses your personal information so we can provide you with statutory and other services and perform its tasks. We use you information for the purpose for which you provided the information, including the delivery of services for you. We also use this information to monitor our performance in responding to your request.

We do not disclose or share sensitive or confidential information without your explicit consent except in a small number of situations where disclosure is allowed by law, or where we have good reason to believe that failing to do so would put you or someone else at risk.

The Parish Council is obliged to protect public funds. We may use personal information and data matching techniques to help us to detect and prevent fraud and ensure public money is spent in the most appropriate and cost effective way. In order to achieve this, we may share information with other organisations which audit or administer public funds. This includes the Audit Commission, the Department for

Work and Pensions, other Local Authorities, HM Revenue and Customs and the Police.

We may use personal information to identify people who will need extra support during emergencies or major incidents eg emergency evacuation also those who can provide a service eg, owner of a 4x4 these will be held in our Emergency Plan.

We are keen to ensure that we are providing services that are needed and may contact you to make you aware of our services or support which could be of interest to you. We may invite you to sign up for other services at the same time (for example, a regular mailing list). You can choose not to accept this invite.

We may also ask for feedback on how we are performing, or ask for your views on services which you have been using.

You may not want us to collect or share your personal information, or you may set conditions on how we can use it. In these cases we may not be able to provide you with the service you need, or may only be able to provide it in a limited way. There are occasions when we have a statutory obligation to collect or use personal information. In those cases we will not be able to agree to your request.

Special categories of data (sensitive personal data) , we may use ethnic, gender, sexual orientation and age information (ie equalities data) to compile statistics in order to comply with equality legislation and assist in planning and service provision. Such data does not identify individuals or affect your entitlement to services.

We use information, accurately, lawfully, fairly, in a transparent way and for the intended purpose and in the following ways.

- To tell you about services and provide services appropriate to you, for example highlighting additional help or services available to you.
- For insight purposes to allow us to analyse patterns and trends or service usage.
- For service and financial planning, to help us create policy and inform decision making, eg identifying where children's facilities are most needed.
- To process financial transactions including grants and payments involving Parish Council or where the Council is acting on behalf of other Government Bodies, eg Department of Work and Pensions.
- To help us to verify your identity if you ask us for services.
- To ensure that the Council meets its duties, including those imposed by the Equality and Health and Safety Acts.
- Where necessary for law enforcement functions eg licensing, planning enforcement, trading standards and food safety where the Parish Council is legally obliged to carry out such processing.
- To help investigate any concerns or complaints you have, or may have about the services you receive.

- To improve the health of the population we serve. To help with this, we use data and information from a range of sources including hospitals to understand more about the nature and causes of disease and ill-health in the area.
- Where otherwise allowed under law. For information on the General Data Protection Regulation (GDPR) which came into effect on the 25th of May 2018, please refer to the information commissioners website.

Services such as education and social care, protection of vulnerable children and adults, and the support of public health and wellbeing may involve collecting, using and sharing sensitive personal data defined by law.

If individual special category data has to be used it requires higher levels of protection and further justification for collecting, storing or using it and explicit written consent will be required or there are circumstances that we need to carry out our legal obligations or where it is needed in the public interest.

Third Parties. The information we collect may be shared between Parish Council services and with other organisations, such as Government Bodies, the Police, health and social care organisations providing you with services and education establishments.

We will only share your personal information when we are permitted to or are required to do so by law or we have your consent to do so as required by law.

The Parish Council does not pass personal data to other organisations for marketing purposes without your consent.

Your personal information may be processed by an external service provider acting on our behalf to provide services.

Email. Emails that we send to you or you send us may be kept as record of contact. We may also store your email address for future use. If we need to email sensitive or confidential information to you, we will check that we are using the correct email address and may use additional security measures. If you need to send us sensitive information, we recommend using the recorded postal service or by hand.

Your rights. You can ask us to stop processing your data in relation to any Parish Council service. This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

We are entitled to request access to and a copy of any information we hold about you.

If you find that the information that the Parish Council holds about you is no longer accurate , you have the right to ask to have this corrected. We may not always be able to change or remove information. However, we will correct factual inaccuracies and may include your comments in the records.

Queries and Complaints. If you would like further information or have a complaint about any of the details in this notice, please contact us by email or post.

Email: clerk.rawrethparishcouncil@btinternet.com

Write to: Rawreth Parish Council, 49 Lower Lambricks, Rayleigh Essex SS6 8DA

Phone: 07773 952455

Further information can be found on the Rochford District Council Data Protection Pages.

External links. This website contains external links to third party sites. Our Privacy Notice applies only to information collected by or on behalf of the District/County Council. If you go to another website, you should read their privacy notice before you give them any personal details.

Changes to this Notice. We keep this Privacy Notice under regular review and we will place any updates on this webpage.

This Notice was agreed and adopted at the Full Council Meeting on the 3rd of March 2021.