



# Broomfield and Kingswood Parish Council

[www.broomfieldandkingswood-pc.org.uk](http://www.broomfieldandkingswood-pc.org.uk)



## GDPR and DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data (e.g. a name, photographs, videos, email address, telephone number or address). 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 Broomfield and Kingswood Parish Council?

Broomfield and Kingswood Parish Council are the data controller. This means it decides how your personal data is processed and for what purposes.

### 3. Other data controllers Broomfield and Kingswood Parish Council may work with:

- Local Authorities
- Community Groups
- Charities
- Other no profit entities
- Contractors
- Credit reference agencies

Broomfield and Kingswood Parish Council may need to share the personal data that it holds with the above so that they can carry out their responsibilities to the council. If Broomfield and Kingswood Parish Council and the other data controllers listed above are processing your data jointly for the same purposes, then Broomfield and Kingswood Parish Council and the other data controllers may be "joint data controllers" which means they are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of them will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller

### 4. What personal data might Broomfield and Kingswood Parish Council hold to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the Broomfield and Kingswood Parish Council, or where you provide them to Broomfield and Kingswood Parish Council, it may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

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- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

The personal data that Broomfield and Kingswood Parish Council processes may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

**5. Broomfield and Kingswood Parish Council will comply with data protection law. This says that the personal data it holds about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that Broomfield and Kingswood Parish Council have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes that Broomfield and Kingswood Parish Council 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 that Broomfield and Kingswood Parish Council 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.

**6. Broomfield and Kingswood Parish Council use your personal data for some or all of the following purposes: -**

- To deliver public services including to understand your needs, to provide the services that you request, to understand what it can do for you and to inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help it to build up a picture of how it is performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable it to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of Broomfield and Kingswood Parish Council;
- To maintain its own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to its facilities, services, events and staff, councillors and other role holders;

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- 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 Broomfield and Kingswood Parish Council
- To allow the statistical analysis of data so it can plan the provision of services

The Council's processing may also include the use of CCTV systems for the prevention and prosecution of crime.

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

- Explicit consent of the data subject so that Broomfield and Kingswood Parish Council can keep you informed about news, events, activities and services.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

## **8. Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that Broomfield and Kingswood Parish Council will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers Broomfield and Kingswood Parish Council works with";
- It's agents, suppliers and contractors. For example, Broomfield and Kingswood Parish Council may ask a commercial provider to publish or distribute newsletters on its behalf, or to maintain its database software;
- On occasion, other local authorities or not for profit bodies with which the Parish Council is carrying out joint ventures e.g. in relation to facilities or events for the community.

## **9. How long does Broomfield and Kingswood Parish Council keep your personal data?**

Broomfield and Kingswood Parish Council will keep some records permanently if it is legally required to do so. Broomfield and Kingswood Parish Council may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information.

Broomfield and Kingswood Parish Council may have legal obligations to retain some data in connection with our statutory obligations as a public authority. Broomfield and Kingswood Parish Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). Broomfield and Kingswood Parish Council will retain some personal data for this purpose as long as it believes it is necessary to be able to defend or pursue a claim. In general, Broomfield and Kingswood Parish Council will endeavour to keep data only for as long as they need it. This means that Broomfield and Kingswood Parish Council will delete it

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when it is no longer needed.

## **10. 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: -

When exercising any of the rights listed below, in order to process your request, Broomfield and Kingswood Parish Council may need to verify your identity for your security. In such cases Broomfield and Kingswood Parish Council will need you to respond with proof of your identity before you can exercise these rights.

- 1) The right to access personal data Broomfield and Kingswood Parish Council holds on you
  - At any point you can contact Broomfield and Kingswood Parish Council to request the personal data it holds on you as well as why it has that personal data, who has access to the personal data and where the personal data was obtained from. Once Broomfield and Kingswood Parish Council have received your request it will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
  
- 2) The right to correct and update the personal data Broomfield and Kingswood Parish Council holds on you
  - If the data Broomfield and Kingswood Parish Council hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
  
- 3) The right to have your personal data erased
  - If you feel that Broomfield and Kingswood Parish Council should no longer be using your personal data or that it is unlawfully using your personal data, you can request that erase the personal data Broomfield and Kingswood Parish Council holds is erased.
  - When Broomfield and Kingswood Parish Council receive your request it will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because it is needed to comply with a legal obligation).
  
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
  - You have the right to request that Broomfield and Kingswood Parish Council stops processing your personal data or ask Broomfield and Kingswood Parish Council to restrict processing. Upon receiving the request Broomfield and Kingswood Parish Council will contact you and let you know if it is able to comply or if there is a legal obligation to continue to process your data.
  
- 5) The right to data portability
  - You have the right to request that Broomfield and Kingswood Parish Council transfer some of your data to another controller. Broomfield and Kingswood Parish Council will comply with your request, where it is feasible to do so, within one month of receiving your request.
  
- 6) The right to withdraw your consent to the processing at any time of data to which consent was obtained

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- You can withdraw your consent easily by visiting this website <https://gdprinfo.eu/write-for-us> or email.

7) 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 [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **11. Further processing**

If Broomfield and Kingswood Parish Council wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then it 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, Broomfield and Kingswood Parish Council will seek your prior consent to the new processing.

### **12. Changes to this notice**

Broomfield and Kingswood Parish Council keep this Privacy Notice under regular review and we will place any updates on this web page <http://www.broomfieldandkingswood-pc.org.uk> This Notice will be updated in May 2022.

### **13. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk via email: [parishclerk@bandkpc.org](mailto:parishclerk@bandkpc.org) or via telephone: 07719 317702/01622 474190.

Data Protection Officer contact details: Satswana Limited [www.satswana.com](http://www.satswana.com)

Tel: 01252 516898

Email: [info@satswana.com](mailto:info@satswana.com)

Signed \_\_\_\_\_

**Chairman**  
20 May 2024