**PRIVACY NOTICE**

**Bishopstone Parish Council**

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

Personal data relates to a living individual who can be identified from that data. 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 we?**

The Bishopstone Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

The Bishopstone Parish Council complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* To enable us to perform our duties as a Parish Council
* To manage our employees and councillors
* To maintain our own accounts and records

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

We hold small amounts of personal data such as correspondence, parish electoral roll, contact details of councillors and employees. These details are held for “legitimate interest” purposes - we need names, addresses and email addresses to be able to correspond, or on a “legal obligation” basis – we have to keep records for payroll, electoral roll, etc., because of other legislation.

**5. Sharing your personal data**Your personal data will be treated as confidential and will only be shared with other parties with consent or if we are obliged to do so because of other legislation.

**6. How long do we keep your personal data?**We keep data in accordance with the guidance and regulations set by other bodies and we keep correspondence for up to 7 years. Specifically, we retain electoral roll data while it is still current.

**7. 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:

* The right to request a copy of your personal data which we hold about you;
* The right to request that we correct any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for us to retain such data;
* The right to withdraw your consent (if you have previously provided it) to the processing of your personal data at any time;
* The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller;
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data; and
* The right to lodge a complaint with the Information Commissioners Office.

**8. Transfer of Data Abroad.**

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in our latest news) may be accessed from overseas.

**9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we 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, we will seek your prior consent to the new processing.

**10. Cookies**

Our website uses cookies. We will ask you to consent to our use of cookies in accordance with the terms of this notice when you first visit our website.

A cookie is a small text file which is placed on your computer or other access devices by a website. When you visit our website, your browser checks to see if it has any cookies for it and sends the information contained in those cookies back to the site in order to tailor and improve your experience.

If you wish, you can use your browser settings to disable cookies. Different browsers offer different levels of controls – for example, you may be able to accept certain cookies and reject others, such as third party cookies. If you refuse cookies please be aware our website may not work correctly for you.

You can delete the cookies stored on your computer at any time.

Further information about cookies can be found by visiting [**www.aboutcookies.org**](https://exchange.nalc.gov.uk/owa/redir.aspx?C=lv_Lg37uXUOlfjn84A45BnuKqVCGPdYIwnhr6boEfx3BDcBrTACRehE0R9Zi7JWqrUo67NixelA.&URL=http%3a%2f%2fwww.aboutcookies.org%2f).

**11. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Council Clerk:

Jaine Blackman (Clerk), 22A Bath Road, Swindon, Wiltshire, SN1 4BA

Email Address: clerk@bishopstoneandhintonparva.org

Telephone number: 07913 819422

**12. Changes to this notice**

Bishopstone Parish Council keep this Privacy Notice under regular review and we will place any updates on this webpage. This notice was last updated on 4th December 2021.

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.