

WINGHAM PARISH COUNCIL
PRIVACY NOTICE

Our Contact details: Wingham Parish Council
4 Hillside Cottages, Preston Hill, Wingham CT3 1BY
t: 01227 722189; e: clerk@wingham-pc.gov.uk
web: <https://wingham-pc.gov.uk/>
Clerk: Mrs Kerry Coltham

What type of information we have

We collect and process a variety of information to conduct relevant business, services and duties as a public local authority.

The type of information we have includes personal data such as identifiers, contacts and characteristics, such as name & contact details, event photos and staff-related employee ID numbers. A full list of all information held and processed by the Parish Council can be found in our published Data Map.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:-

- To contact you and respond to your correspondence;
- To provide information;
- To enable you to access our facilities and services;
- To keep a record of attendees at parish meetings such as the Annual Parish Assembly;
- To process any information concerning current, past and potential employees, councillors and volunteers;
- To keep a record of volunteers able to assist in an emergency (Emergency Plan).

We also receive personal information indirectly, from the following sources in the following scenarios:-

- Nominations from the community for the annual Community Awards Schemes;
- Village organisation Community Grant applications;
- From local authority members, with permission from individual, in order to supply information;
- Community event photos for use on the council's website or in newsletters;
- Register of Electors from Dover District Council. Use of this password protected document is restricted according to the Representation of the People (England and Wales) Regulations 2001.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are (*see Data Map for a full list of lawful bases for keeping information*):-

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Parish Council clerk via the contact details shown at the top of this document;
- b) We have a contractual obligation;
- c) We have a legal obligation;
- d) We have a vital interest;
- e) We need it to perform a public task;
- f) We have a legitimate interest.

What we do with the information we have

We collect and use the information you have given us so that we can:-

- Provide relevant village services, council schemes and local area information;
- Provide an allotment service;
- Process employee, councillor and volunteer information;
- Store attendance records for archival purposes.

Certain information may be shared with the Council's Independent Internal Auditor and with members. The Council's published Data Map lists how information is shared.

How we store your information

Personal information is securely stored either physically in a locked filing cabinet or on servers that are accessed over the Internet (UK-based cloud service). The Council's published Data Map lists how all types of information are stored.

We keep and subsequently dispose of all information received according to our Retention Policy and Data Map.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** – You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You can make a request by contacting the Parish Council clerk via the contact details shown below:-

Mrs Kerry Coltham
Clerk to Wingham Parish Council
4 Hillside Cottages, Preston Hill, Wingham CT3 1BY
t: 01227 722189; e: clerk@wingham-pc.gov.uk
web: <https://wingham-pc.gov.uk/>

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF
Helpline number: 0303 123 1113