

This notice is prepared by Balcombe Parish Council, referred to as BPC throughout. BPC is a data controller for GDPR purposes, this means that we decide how we process your personal data and for what purposes. BPC comprises the Clerk and current serving BPC Councillors. BPC take the issue of data protection and security seriously. When we process your personal data we will comply with the General Data Protection Regulation EU 2016/679 (GDPR) and any relevant UK legislation. This document explains what personal data we collect, how we collect that data, how we use it, how we protect your privacy and what your legal rights are.

BPC is registered with the Information Commissioner's Office (A8244854)

1. Your personal data – what is it?

Personal data means any information relating to an identifiable living person who can be directly or indirectly identified by reference to that data, eg names, addresses and photographs. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. How do we process your personal data?

BPC 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. Your data may be held on paper or electronically.

3. What personal data do we collect?

The day-to-day running of the Council means that we may collect some or all of the following:-

- Information you provide to us when you contact us by letter or email. This could include your name, title, address, email address, phone number etc
- Information and contact details that you provide to us when you make a Bramble Hall booking
- Information and contact details when MSDC Consult BPC on current Planning Applications
- Photographs or audio recordings of our BPC meetings
- The Register of Electors is provided to us by Mid Sussex District Council which lists names and addresses (for the verification of Rail Passes)

4. How do we use your personal data and what is the legal basis for processing your personal data?

Legitimate interest is our basis for processing your data as the processing of your data as above is necessary for the purposes running a Parish Council.

Other legal reasons include:-

- You have given BPC your consent
- It is necessary for the fulfilment of a contract
- It is necessary to comply with a legal obligation (including BPC statutory functions)
- It is necessary to protect your vital interest or those of another
- It is necessary for the performance of a task carried out in the public interest

We will use your personal data for some or all of the following:-

- In the exercise of our legal and statutory obligations and powers
- To respond to your emails or letters
- To provide information when requested about the facilities and services that we administer
- To be able to fulfil our obligations as a Statutory Consultee for local Planning Applications (MSDC)
- To check eligibility for issuing Bus and Rail Passes
- To collect or process payments for Bramble Hall

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of BPC for the purposes connected with the activities listed above. We may share your personal data with other local authorities and organisations such as the Police, voluntary organisations or with our contractors. We will only share your personal information when we have a valid legal reason, or we have obtained your consent. BPC does not sell information to any third party nor does it share your information for any marketing or sales purposes.

6. Website

Our balcombeparishcouncil.com website is run by Wordpress who use Cookies to track visits and improve the service. For information about how to control or delete cookies please visit www.aboutcookies.org. Wordpress have an up-to-date Privacy Policy <https://automatic.com/privacy/> which complies with the latest GDPR legislation.

BPC do not invite comments on our website but ask that genuine queries be addressed to the Clerk by email.

From time to time we put links on our website to other sites, such as for current consultations. This Privacy Notice only applies to balcombeparishcouncil.com we cannot be held responsible for the content of these other sites or their privacy policies, although in practice they are usually to other local authorities or government bodies. Please be aware of this if you click through to another site.

7. How do we keep your information secure?

Technical and administrative measures have been put in place to ensure that your data is protected and a full Risk Assessment has been carried out to ensure compliance with new GDPR legislation. Filing cabinets are kept in locked offices and the BPC laptop is password protected.

8. How long do we keep your personal data?

We will only keep your data for the purpose it was collected for and only for as long as is necessary for us to fulfil our obligations and legal requirements. Document retention policies are recommended in local government and we adhere to these practices, especially where financial record keeping is concerned. Information is destroyed by shredding when it is no longer needed.

9. Children

We do not process any data relating to children (under 13).

10. Transfer of data overseas

Your personal data will only be stored and processed on servers based within the European Economic Area.

11. 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 BPC holds about you by carrying out a subject access request
- The right to request that BPC corrects 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 BPC to retain such data;
- The right to withdraw your consent to the processing at any time;

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- The right to request that BPC provides you with your personal data and where possible we transmit that data directly to another data controller (known as the right to data portability) ;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data, where such rights are protected under GDPR;
- The right to lodge a complaint with the Information Commissioner’s Office.

12. Further processing

If BPC wish to use your personal data for a new purpose, not covered by this Privacy 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.

13. Contact Details

To exercise all relevant rights, queries or complaints please contact:-

Balcombe Parish Clerk
Balcombe Parish Council
Bramble Hall
Bramble Hill
Balcombe
West Sussex RH17 6HR

Email parish.clerk@btconnect.com
Tel 01444 811833

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.