



Mrs Karen Crowhurst

Clerk/RFO

Ringmer Parish Council
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Cllr J M Whitlock

Chairman

General Data Protection Regulations

New legislation which comes into force from 25th May, has introduced how we hold and process your personal data. This legislation is called the General Data Protection Regulation or for short GDPR. In summary, GDPR gives you greater control over the personal data we hold about you; what we do with your data; and also when we remove it from our records. With this in mind, please see below on how we as a Parish Council will cover these points;

1. Why we need to collect, use and process personal information:

- We collect personal information from you in order to perform our obligations when you engage with us as a Parish Council.
- When you engage with Staff or Members of the Parish Council we will be processing your personal data for the service, action or enquiry you require us to complete.

2. The personal data we hold about you which will be gathered in relation to the nature of you contacting the Parish Council:

- Title
- Full name
- Permanent residential address
- Telephone contact number
- Email address
- Date of birth if applicable
- National insurance number – Where relevant
- Unique Tax reference number – Where relevant
- Nationality
- References or contacts provided by you – Where relevant
- Other employment details – Where relevant
- Financial information about you
- Your personal bank details – Where relevant
- Supporting information to verify your identity and address
- All communications to and from you by telephone, email, post or otherwise.

3. How we use your personal information:

- To process the information needed for the requested service, enquiry or for providing information
- To comply with legal or regulatory requirements
- For the detection, prevention and investigation of illegal or prohibited criminal activities and in the protection of legal rights (including liaison with regulators and law enforcement agencies)
- To provide you with access to applications in the service that you have requested.

4. How we collect information:

- You may give us information by filling in forms in paper or corresponding by email, phone, text, post, or by any other means.

- 5. Disclosure of your information:** We may share your personal data (including storage or transfer of data) with:
- Any third party in order to meet our statutory, legal and regulatory obligations in relation to the service you engage us in, including statutory or regulatory bodies, law enforcement agencies and any other body in relation to the work undertaken by the Parish Council.
 - Our service providers and other groups, organisations, contractors affiliated with us who process information on behalf of the Parish Council in relation to the service you have requested from us.
- 6. Data retention:**
- The information that we gather from you will only be held as long as it is necessary to meet any legal, regulatory or fraud prevention requirements and for our lawful business processing. We regularly review our records to ensure that we only retain your personal information as long as is necessary for purposes set out,
 - Where we no longer need your personal information, we will dispose of it in a secure manner without further notice to you.
- 7. Data sharing**
- Ringmer Parish Council only share information with relevant authorities if you are agreeable for us to do this. Agreement can be verbal or confirmation in writing when emails are received.
- 8. Security and storage of information:**
- The security and storage of your personal information is very important to us.
 - The personal information we collect from you is on a secure server protected through a combination of physical and electronic access controls, firewall technology and other security measures. We have put in place measures to guard against unauthorised or unlawful processing and against accidental loss, destruction or damage.
 - If you (or an organisation appointed by you) contact us for details about your data, we may ask some questions to establish you (or the organisation) identity and will not disclose any personal data, unless we are satisfied that you (or the organisation) are who you claim to be.
 - Although we use market standard security software to protect your personal information, we cannot guarantee the security of your data transmitted by you or an organisation on your behalf to our secure software or services. Any transmission of your personal data is at **your own risk**. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.
 - We may from time to time, store hard copies of your information, which are held in a secure and locked environment.
- 9. Your information and your rights:** You have the following rights:
- To be informed how we obtain your name and use your information.
 - To ask for a copy of the information we hold about you.
 - To have your information rectified.
 - To request us to restrict the processing of your personal data.
 - To request to have your data erased. (Right to be forgotten).
 - To object to the processing of your information.
 - To have information you have provided us, returned to you or sent to a company/organisation of your choosing, in a readable form.
 - Where the processing of your data is based on your consent, the right at any time to withdraw that consent.
 - If you withdraw your consent, we may not be able to provide you access to all or parts of data included with our services.
 - To lodge a complaint with the Information Commissioners Office (ICO), the supervisory authority responsible for data protection matters.

- If you would like to use any of your rights please contact the clerk – clerk.ringmerparishcouncil@btconnect.com or our Data Protection Officer at Satswana stating, “For the attention of Ringmer Parish Council, Data Protection Officer”. <https://www.satswana.com/Home/Contact> on behalf of the Parish Council.

10. Electronic mail containing personal information

- Your or an organisation on your behalf may, from time to time, send personal information about you. You may wish to send the information encrypted to us. When we communicate personal information with you or an organisation working on your behalf through electronic means, we will ensure that it is done so securely.

You may wish to include a privacy statement in your emails or other correspondence in the future. Below is the statement used by Ringmer Parish Council.

CONFIDENTIALITY NOTICE - This email is intended only for the person(s) named in the message header. Unless otherwise indicated, it contains information that is confidential, privileged and/or exempt from disclosure under applicable law. If you have received this message in error, please notify the sender of the error and delete the message. Thank you.

Please also find on our website the following:

General Data Protection Regulations -Any personal information such as name, postal address, telephone number, and email address given via this website will only be used to provide a requested service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

<http://ringmerparishcouncil.gov.uk.84-18-198-198.enterprise3.lightning1.net/content.asp?id=22>

Which is the link to our website to access our privacy statement and data subject access documents.