

# GENERAL PRIVACY NOTICE

## Personal Data

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulations (GDPR) which is EU wide and extensive, seek to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain such as Companies House data.

Bentley Parish Council is pleased to provide the following GDPR information:

## Who we are

Bentley Parish Council set up by and operates under the Local Government Act 1972 and later amendments with powers encompassed in that Act in respect of the Parish of Bentley, Suffolk.

## Personal Data

Bentley Parish Council uses the information collected from you to provide services, make telephone contact and to email you information which it believes may be of interest to you and your business. In you making initial contact you consent to Bentley Parish Council maintaining a dialogue with you until you either optout (which you can do at any stage) or we decide to desist in promoting our services. Bentley Parish Council also acts on behalf of its residents and contractors in the capacity of data processor. When working exclusively as a data processor, Bentley Parish Council will be acting on the instruction of its residents and contractors and will work hard to ensure that their actions are fully GDPR compliant.

Some personal data may be collected about you from the forms you complete, from records of our correspondence and phone calls and details of visits, from an electronic copy of the Electoral Register including but not limited to personally-identifying information.

Any information Bentley Parish Council holds about you and your business encompasses all the details we hold about you.

Bentley Parish Council will only collect the information needed so that it can provide you with services and does not sell or broker your data.

## Legal basis for processing any personal data

To meet Bentley Parish Council's contractual obligations to its residents and contractors and to also respond to legal enquiries.

## Consent

Through agreeing to this privacy notice you are consenting to Bentley Parish Council processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing [joyvscott@outlook.com](mailto:joyvscott@outlook.com) by phone 01206 298174 or writing to the Parish Council – full contact details are at the end of this document.

## Disclosure

Bentley Parish Council may, on occasions pass your Personal Information to third parties exclusively to process work on its behalf.

Bentley Parish Council requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR. Bentley Parish Councils does not broker or pass on information gained from your dealings with us without your consent. However, EBPC may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. The EBPC may also investigate potential violations to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of Bentley Parish Council, its Residents and/or the wider community.

### **Retention Policy**

Bentley Parish Council will process personal data during the duration of any contract and will continue to store only the personal data needed for six years after the contract has expired to meet any legal obligations. After six years any personal data not needed will be deleted.

### **Data storage**

Data is held in the United Kingdom using hardcopy and a computerised system.

### **Your rights as a data subject**

At any point whilst Bentley Parish Council is in possession of or processing your personal data, all data subjects, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing. • Right of portability – you have the right to have the data we hold about you transferred to another organisation
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

In the event that Bentley Parish Council refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

### **Bentley Parish Council at your request can confirm what information it holds about you and how it is processed**

You can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of EBPC or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.

- How to lodge a complaint with the supervisory authority (ICO).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

### **To access what Personal data is held, identification will be required**

Bentley Parish Council will accept the following forms of ID when information on your personal data is requested:

A copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If Bentley Parish Council is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to [joyvscott@outlook.com](mailto:joyvscott@outlook.com) or by phoning 01206 298174 or by writing to the address further below.

### **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by Bentley Parish Council you have the right to complain to Bentley Parish Council Chairman. If you do not get a response within 30 days you can complain to the ICO.

The details for each of these contacts are:

Bentley Parish Council, Whites Cottage, Heath Road, East Bergholt, CO7 6RJ marked for attention of the Chairman – telephone 01206 298174 or e-mail [joyvscott@outlook.com](mailto:joyvscott@outlook.com).

### **ICO**

Wycliffe House, Water Lane, Wilmslow, SK9 5AF Telephone 0303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>