

## FULBOURN PARISH COUNCIL

# Data Protection Policy

1. This Data Protection Policy is provided to you by Fulbourn Parish Council, the data controller for your data.

2. Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

3. The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment/transaction identifiers, policy numbers and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

4. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

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

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interest and rights. This Privacy Notice sets out your rights and the council's obligations to you.

#### 6. Storing personal data.

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

#### 7. Your rights and your personal data.

For more information please see our General Privacy Notice.

#### 8. Further processing

If we wish to your personal data for a new purpose, not covered by the General Privacy Notice, then we will provide you with a Privacy 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.

#### 9. Monitoring.

This Policy will be reviewed annually or in the following circumstances:

- Changes in legislation and/or government guidance.
- As a result of any other significant change or event.

Next review scheduled to take place in May 2019.

#### 10. Contact.

Please contact us if you have any questions about this Policy or the personal data we hold about you.

The Data Controller, Fulbourn Parish Council – [clerk.fpc@btconnect.com](mailto:clerk.fpc@btconnect.com)