

# Woodford Parish Council

## DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Your personal data is any information that can be used to identify you as a person

### 2. Who are we?

The Parish Council of Woodford is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. Why might we hold your personal data?

We use your personal data for the following purposes: -

- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To enable us to provide a service for the benefit of the public within the Parish of Woodford;
- To inform you of news, events, activities.

### 4. How do we use your personal data?

Woodford Parish Council 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.

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

- Personal data is necessary for the council to fulfil its legal requirements in the public interest.
- Your explicit consent so that we can keep you informed about news, events, activities and services.

### 6. Sharing your personal data

Personal data will be treated as strictly confidential and will only be shared with appropriate members of the Council on a case by case basis. Information will not routinely be shared with third parties without your consent.

### 7. How long do we keep your personal data?

All data is kept in accordance with our Data Retention Policy.

### 8. 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 any personal data which Woodford Parish Council holds about you;
- The right to request that the Council corrects any personal data if it is found to be inaccurate or out of date;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 Council to retain such data;
- The right to withdraw your consent to the use of your personal data at any time
- The right, where there is a dispute in relation to the accuracy or use of your personal data, to request a restriction is placed on further use;
- The right to lodge a complaint with the Information Commissioners Office.

## **9. Further use of your personal data**

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

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk

Mr P T Bird  
Clerk  
Woodford Parish Council  
Rosedale  
Old Kettering Road  
Woodford  
NN14 3AL

clerk@woodfordpc.co.uk

You can also 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.

Adopted by Woodford Parish Council on