

SOUTHWATER PARISH COUNCIL

DATA PROTECTION POLICY



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1. Data Protection Policy

- 1.1. This document sets out Southwater Parish Council's commitment to data protection and compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. 1998.
- 1.2. For details on how the Council collects, uses, and protects personal data from a public perspective, please refer to the Southwater Parish Council Privacy Notice, which is available on our website or upon request.

2. Using the Parish Council's Website

- 2.1. The Council records personal information when individuals:
 - Subscribe to or apply for services that require personal information.
 - Report faults and provide contact details for a response.
 - Contact the Council and leave details for further correspondence.
- 2.2. Cookies and website analytics may be used to improve our online services, and individuals can manage their cookie preferences.
- 2.3. For more information on how the Council uses website data, refer to the Southwater Parish Council Privacy Notice, which is available on our website.

3. Information the Council Collects

- 3.1 The Council will only use any personal information you send us for the purposes for which you provide it. This may include, but is not limited to, names, addresses, and email addresses.

4. How the Information is Used

- 4.1 The Council uses your personal information to:
 - process enquiries and applications.
 - provide services to residents including sending you information about current and future services, notifications of Council meetings, Agendas and Minutes and newsletters.
 - Administer employment and contractor records
 - provide certain on-line facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services
 - allow other organisations to provide services to residents

- assist the Council with planning and improving its services. The Council may contact you itself or ask an outside agency to do so on its behalf.
- produce aggregated statistical information, including data for monitoring equality of opportunity.
- collect or process payments where necessary.

4.2 Personal data will not be used for marketing purposes without explicit consent.

5. Information Sharing

5.1 The Council may share information with other public authorities or emergency services where necessary for public interest, safety, or law enforcement purposes

5.2 If personal data is shared with third parties, the Council will ensure appropriate data protection agreements are in place.

5.3 The Council will not sell or distribute personal data to third parties for commercial purposes..

6. Transfer of Data Outside the European Economic Area

6.1 The Council will only transfer your personal data outside the UK where appropriate safeguards are in place in compliance with UK GDPR.

7. How Long Does the Council Keep Data

7.1 The Council follows a data retention policy (Retention and Disposal of Documents Policy) that specifies how long different types of data are kept.

7.2 Where individuals request removal of their personal data, the Council will continue to maintain a core set of personal data to ensure it does not contact you inadvertently in future. The Council may also need to retain some financial records about you for statutory purposes.

8. Protecting your Information

8.1 The Council has a Data Protection Policy that outlines its commitments to safeguarding personal information. Security measures include:

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- Restricted access to personal data.
- Encryption and secure storage of data.
- Regular staff training on data protection.
- Reporting and investigating data breaches in accordance with ICO guidelines.

9. How can the Information be Accessed?

9.1 Individuals have the right to:

- Request access to their personal data.
- Request correction of inaccurate data.
- Request deletion of data where applicable.
- Object to processing in certain circumstances.

9.2 Any requests for further information can be made to:

The Data Protection Officer: Executive Officer, Southwater Parish Council, Beeson House, 26 Lintot Square, Southwater, West Sussex RH13 9LA.

Telephone: 01403 733202

Email: enquiry@southwater-pc.gov.uk

If you are dissatisfied with the handling of your request or a complaint, you have the right to appeal to the Information Commissioner. There is no charge for making an appeal. The Commissioner can be contacted as follows:

The Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Telephone: 01625 545745 or 03031 231113 (local rate)

Email: casework@ico.gov.uk

10. Review of Policy

- 10.1 This policy will be reviewed every 3-years or in accordance with changes in the law to ensure continued compliance with UK GDPR and any legal updates.