

# Dartington Parish Council

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## Data Protection Notice

### 1. What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

Dartington Parish Council is the data controller (contact details above). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Dartington 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.

### 4. We use your personal data for the following purposes:

- To inform you of Parish Council and Neighbourhood Plan meetings, parish news and activities. The Parish Council collects personal information only when you specifically and knowingly give it to us, for example by filling out a form or by sending an email or letter. We will use the personal information you give us for the reasons stated when you provide it. We will only use it for other reasons if we are legally required to do so.

### 5. Sharing your personal data.

- Your personal data will be treated as strictly confidential. We will not share your data unless we have your consent.

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

- We retain your data as long as it is current.

### 7. 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 your personal data which Dartington Parish Council holds about you.
- The right to request that the Parish Council corrects any personal data if it is found to be inaccurate or out of date;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 Dartington Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
  - The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
  - The right to lodge a complaint with the Information Commissioners Office.
8. Further processing.
- If we wish to use your personal data for a new purpose, not covered by this Data Protection 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. To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Clerk.