

# Privacy Notice for The Lee Parish Council

## **Purpose of this statement**

This privacy statement explains how we as The Lee Parish Council (TLPC) collect, hold and use any personal data about you and where applicable, your dependants, where you have provided us with this data. Personal data means any information from which an individual can be identified and includes data held either electronically on a computer system, or in paper format.

For legal purposes TLPC is known as the "Data Controller" as it decides the purposes and means by which personal data held is processed. There may be other advisers to TLPC, such as legal advisers and auditors, who may also be classed as "Data Controllers" or "Joint Data Controllers" with TLPC to the extent that they too determine the purpose and means of processing personal data. As Data Controllers any personal data held must be processed fairly and lawfully.

## **Why we hold data**

We hold data in respect of you in order to carry out the duties of TLPC. Any data in respect of you or your dependants is held for the purposes of the ongoing activities and duties of TLPC and is not used for any other purpose.

We confirm therefore that we have a specified, explicit and legitimate reason for holding and processing personal data in respect of you and also have a legal obligation to do so under the terms of local authority governance and control. Under the data protection regulations these reasons are known as a "legal obligation" and a "legitimate interest" for processing data.

## **What type of data do we hold?**

The personal data we hold relates to your residence within the boundaries of TLPC or any interests you have expressed in the business of TLPC. This may include information about a spouse/civil partner/dependant or a child over age 18. Listed below are some examples of the types of information held for a typical resident:

Title, name, gender, address and postcode, email address, telephone number, mobile number. Occasionally we may have your date of birth or other identifying data. We may also have your marital status.

Other data that we may have is usually provided by individuals in correspondence (whether by electronic or physical means) in relation to matters that they wish to raise with TLPC or bring to the attention of TLPC.

## **What happens to your data?**

In order to administer TLPC it may be necessary to collect and share your data with certain other parties so that they may process the data on our behalf. We confirm however that data will only be shared with parties where the TLPC has a legal obligation or a legitimate interest in doing so, or in accordance with legislative, governance and reporting requirements. This may include reporting/sharing information with Chiltern District Council (CDC), Buckinghamshire County Council, Central Government and relevant subsections of those organisations.

The data held in respect of you will not be divulged, transferred to, or shared with any third party other than those parties formally contracted to act on behalf of TLPC in relation to the governance and administration of TLPC or as required by law.

## **Where do we obtain your data, who do we share it with and for what purpose is it processed?**

Data held by TLPC as Data Controllers will be/has been obtained from either you personally or a relative/guardian or from another regulated entity (such as CDC) and will be/is processed by the following parties in accordance with the formal contracts held between these parties and TLPC.

We list below the parties who hold and process your data on behalf of TLPC and the reasons for doing so:

**Chiltern District Council (CDC)** – if applicable, information will be held and processed about you by CDC to provide contracted services, respond to planning applications and matters that are controlled at District level by CDC (e.g. refuse collection)

**Buckinghamshire County Council (BCC)** – if applicable, information about you will be held and processed by BCC to undertake the day to day administration of the services provided by or matters controlled by BCC (e.g. roads).

**Central Government (CG)** – if applicable, information about you will be held and processed about you by CG to undertake day to day administration of the services provided or matters controlled by CG (e.g. the construction of HS2 ).

**Legal advisor** – if applicable, your data may be reviewed by a legal adviser on behalf of TLPC.

#### **Access to your information and correction**

You have a right to request a copy of the information that we as TLPC hold about you. If you would like to access the data/information held in respect of you please send a Data Access Request to: The Lee Parish Clerk at Bramley Cottage, Blackfield Lane, Ballinger, Great Missenden, Bucks HP16 9LL. Email address: theleeparishcouncil@hotmail.co.uk

#### **Right to rectification and keeping your information up-to-date**

We want to make sure your personal information is accurate and up to date and you may ask us to correct or remove information you believe is inaccurate.

#### **Your right to restrict the processing of your personal information**

If you wish TLPC to restrict or limit the processing of some of your personal data or do not wish any of your personal data to be processed, or wish to have all of your personal data removed from TLPC's records, it may be possible in certain exceptional and limited circumstances. However, this could severely affect TLPC's ability to respond to any questions or issues you may have about local issues, to keep you updated on such issues or invite you to participate in decisions and meetings.

#### **Retention of Data**

We must keep all personal data safe and only hold it for as long as necessary. However, some TLPC items are a long term commitment, such as property development/changes, and it can be necessary to retain details for long periods of time. It is TLPC policy therefore to hold data in respect of you for as long as it is considered necessary.

However, we review the personal data held in relation to TLPC on a regular basis. If it is concluded that certain personal data is no longer needed, that personal data will be destroyed.

#### **European Economic Area (EEA)**

TLPC will not process personal data held in respect of you outside the EEA.

#### **The Information Commissioner's Office**

If you believe that we are processing your personal data in a way which is inconsistent with the law or are not satisfied with responses to any query you raise with us, you may contact the Information Commissioner's Office (ICO) whose helpline is 0303 123 1113.