

# DATA PRIVACY NOTICE

## READ PARISH COUNCIL

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

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?

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

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

Read 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.

We may use your personal data for the following purposes: -

- To administer allotment records;
- To manage our employees and volunteers;
- To maintain our own accounts and records
- To inform you of news, events, activities

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

- To enable us to administer allotment lettings and billing

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will not share your data with third parties.

### 6. How long do we keep your personal data<sup>1</sup>?

We will only keep your data if you are on the waiting list for allotment allocation or if you rent an allotment from us. Once you give notice on the allotment your details will be deleted.

### 7. 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 your personal data which the 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  - The right to request that the Parish Council corrects any personal data if it is found to be inaccurate or out of date;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 withdraw your consent to the processing at any time
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- 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 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. Contact Details**

**To exercise all relevant rights, queries or complaints please in the first instance contact:**

**Shirley Bridge, Clerk to the Read Parish Council, 5 St John's Close, Read, Burnley, Lancashire BB12 7RL Telephone 01282 774393 or Email: [spbridge@hotmail.com](mailto:spbridge@hotmail.com)**

**MAY 2018**