



Privacy Statement

Adopted at Full Council 18th April 2023

To be reviewed April 2024

In accordance with guidelines set down by NALC.

This privacy statement is intended to cover the activities of the Sandgate Parish Council. Sandgate Parish Council operates through professional staff who are employed by Sandgate Parish Council. Sandgate Parish Council works with several different members of the public and community groups.

Organisations and individuals fall into one of four categories:

- National and local governments and their associated agencies
- National and local commercial organisations
- National and local voluntary organisations
- Private individuals

Keeping in touch with the council's communities is a key strategy, and the council strives to facilitate this daily. This statement is intended to provide information about how Sandgate Parish Council will use individual personal data. This information is provided because Data Protection Law gives individuals the right to understand how their data is used.

Whose Data does Sandgate Parish Council hold?

Sandgate Parish Council holds personal data of some individuals from across the wider community.

Why does Sandgate Parish Council hold data?

Sandgate Parish Council holds data to work with its communities. Whether as a resident or a member of an organisation, the council accepts that many parties have a legitimate interest in Sandgate Parish Council through their current or recent involvement with the council. All data held relates to individuals who have a pre-existing relationship with Sandgate Parish Council and/or an interest in its future development.

Sandgate Parish Council uses data for the purposes of:

- Invitations to events
- News provision
- Committee Meetings
- Annual meetings
- Volunteering opportunities

- Commercial transactions regarding the council's purchases or sales
- Ensuring correct employment practice

What data does Sandgate Parish Council hold?

This may vary from individual to individual according to personal links with the council and their level of engagement in recent years. The data held may include:

- Full name
- Date of birth
- Partner's name
- Home and work contact details (addresses, telephone numbers, email addresses) Job title, and employer.
 - Interests and involvement with Sandgate Parish Council
 - Links to other family members whose data is held
 - Access/dietary requirements.
 - Bank details (only for organisations and individuals who transact with Sandgate Parish Council)

How is the Data collected?

Generally, Sandgate Parish Council receives personal data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or phone calls).

However, in some cases, personal data will be supplied by third parties (for example directories of suppliers); or collected from publicly available resources.

How is the data stored and used?

The Data is stored and transmitted securely. Access is controlled and the data is used daily in a considered manner, in many different ways such as.

- Planning events
- Producing guest lists and invitations (e.g., to civic events)
- Identifying and contacting speakers to address committees or full council
- Sharing Sandgate Parish Council news
- Circulating meeting papers for committee meetings and annual meetings
- Passing on condolences
- Identifying individuals who may want to support a specific project.

Sandgate Parish Council will endeavour to ensure that all personal data held in relation to an individual is as up-to-date and accurate as possible. Individuals should notify the Parish Clerk of any significant changes to important information, such as contact details held about them.

An individual has the right to request that any out-of-date, irrelevant, or inaccurate information about them be erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see below whom you may contact if you disagree.

Sandgate Parish Council will take appropriate technical and organisational steps to ensure

the security of personal data about individuals, including policies around the use of technology and devices, and access to systems. All staff are made aware of this statement and their duties under Data Protection Law and receive relevant training.

What communications are sent out?

Individuals may receive regular information relating to their areas of interest and involvement and can easily stop receiving information that is no longer relevant.

Communication may take the form of an email, a letter, or a publication. Normal communication may include:

- Individual invitations to events and reunions
- Newsletters and e-bulletins from Sandgate Parish Council relating to forthcoming activities.
- Agendas, minutes, and reports relating to specific meetings.

Is Data shared?

Data is not normally shared with external third parties. However, on occasions, it may be shared after consent has been sought for a legitimate reason. Some examples of these are, so an individual may:

- Pass on their thanks or condolences.
- Enable a principal authority to contact a resident about a concern they have raised.

How long does Sandgate Parish Council keep personal data?

Sandgate Parish Council will retain personal data securely and only in line with how long it is necessary to keep it for a legitimate and lawful reason. If you have any specific queries about how our retention policy is applied or wish to request that personal data that you no longer believe to be relevant be considered for erasure, please contact the Parish Clerk (contact details are below).

A limited and reasonable amount of information will be kept for archiving purposes, for example, even where you have requested that we no longer keep in touch with you, we will need to keep a record of the fact to fulfil your wishes (called a "suppression record").

What to do if you would want to find out more or make a complaint relating to data control?

Whatever an individual's link with Sandgate Parish Council it is vital that they feel informed about how the council uses and controls their personal data. The staff at the council are always happy to answer questions relating to the use of data, and individuals can always request a change to the way that their data is managed or make a complaint by contacting the Parish Clerk at:

Sandgate Parish Council Library- James Morris Court

clerk@sandgatepc.org.uk

01303 248563