

## DATA PRIVACY NOTICE

### Chevening Parish Council (The Data Controller)

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

Chevening 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 use your personal data for the following purposes: -

**To enable us to provide answer specific queries you have raised**

**To keep you advised of Parish events;**

**To determine the views of Parishioners on specific issues**

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

- The Parish Council has a legitimate interest in processing your personal information for the purpose of corresponding with you, related to enquiries you have made. Occasionally we may ask for your consent to process your data for a specific purpose. In such circumstances, your data will only be used for that purpose. You have the right to object to that processing at any time.

#### 4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the Council in order to carry out a service or for purposes connected with the Council. We will only share your data with third parties outside of the Parish Council with your explicit consent.

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

We keep data in accordance with the guidance set out in the guide  
We keep Burial Ground records permanently.

#### 6. 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 Chevening Parish Council holds about you;
- The right to request that Chevening Parish Council corrects any personal data if it is found to be inaccurate or out of date;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 Chevening 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.

## **7. 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.

## **8. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Clerk Chevening Parish Council [clerk@cheveningparishcouncil.gov.uk](mailto:clerk@cheveningparishcouncil.gov.uk) 07981759255

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.