

## INGOLDSBY PARISH COUNCIL PRIVACY NOTICE

'Personal data' is any information about a living individual which allows them to be identified from that data (for example, a name, photographs or email address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (for example a list of staff according to personnel ID numbers when using in conjunction with a separate list of ID numbers and corresponding names to identify the staff member from the first list). The processing of personal data is governed by legislation including the General Data Protection Regulation (GDPR) and other legislation relating to personal data such as the Human Rights Act.

### Who are we?

This Privacy Notice is provided to you by Ingoldsby Parish Council which is the data controller for your data.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

### The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles and photographs.
- Contact details such as telephone numbers, addresses and email addresses.
- Where you provide them to use, we may also process gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependents.
- Where you pay for activities; financial identifiers such as bank account numbers and policy numbers.
- The personal data we process may include sensitive or other special categories of personal data ~~such as criminal convictions, racial or ethnic or racial origin, mental and physical health, details of injuries, medication/treatment received, political beliefs and trade unions and affiliations.~~

### How we use sensitive personal data

We may process sensitive data including, as appropriate:

- Information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
- In order to comply with legal requirements and obligations to third parties.

These types of data are described in the UK GDPR as 'special categories of data' and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests or someone else's interests, and you are not capable of giving your consent, or where you have already made information public.

### **Do we need your consent to process your sensitive personal data?**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only for as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media.
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views; opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include our newsletter or information about our new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council;
- To allow the statistical analysis of data so we can plan the provision of services.

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

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties, it is necessary to process personal data of residents or people using the council's service. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will always first obtain your consent for that use.

## **Sharing your personal data**

This section provides information about third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary);

- The data controllers listed above under the heading 'Other data controllers the Council works with';
- Our agents, suppliers and contractors; For example, we may ask a commercial provider to publish or distribute the newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures; e.g. in relation to facilities or events for the community.

## **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example; it is currently best practice to keep financial records for a minimum period of four years. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

### **1) The right to access personal data we hold on you**

- At any point, you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained

the personal data from. Once we have received your request, we will respond within 28-days.

- There are no fees or charges for the first request but additional request for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

## **2) The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

## **3) The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the data we hold.
- When we receive the request, we will confirm whether the personal data has been deleted or the legal reason why it cannot be deleted (for example, because we need it to comply with a legal obligation).

## **4) The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

## **5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within 28-days of receiving your request.

## **6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**

- You can withdraw your consent easily by telephone, email or post (see contact details below).

## **7) The right to lodge a complaint with the Information Commissioner's Office**

- You can contact the Information Commissioner's 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.

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved with the European Union. Our website is also accessible from overseas so on occasion, some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy 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, if we start to use your personal data not mentioned in this notice.

### **Changes to this notice**

We keep this Privacy Notice under regular review, and we will place any updates on our website. This Notice was last updated in February 2021.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all the relevant rights, queries or complaints as:

The Data Controller, Ingoldsby Parish Council, St Andrews Street, Ingoldsby, NG34 9RE or Email: [Clerk@Ingoldsbyparishcouncil.gov.uk](mailto:Clerk@Ingoldsbyparishcouncil.gov.uk).

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

### **Version control and amendment history**

| Date approved    | Version Number | Revision / amendments made | Review date |
|------------------|----------------|----------------------------|-------------|
| 19 November 2025 | v1.0           | New Policy                 | May 2026    |
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