



# Kings Worthy Parish Council

Privacy Policy

Kings Worthy Parish Council are committed to being open, accountable and transparent about how data is collected, used, retained and destroyed.

Below you will find our Privacy Policy which covered all aspects of personnel data held by Kings Worthy Parish Council.

For more information on the General Data Protection Regulation (GDPR), please visit the Information Commissioner's (ICO) website – <https://ico.org.uk>

## **Overview**

This privacy policy sets out how the Parish Council use and protect any information that you give us when you contact Kings Worthy Parish Council and/or use this website and under what circumstances we will disclose it.

If the Parish Council, ask you to provide information that enables you to be identified you can be assured that it will only be used in accordance with this Privacy Policy.

Kings Worthy Parish Council will undertake regular reviews of this policy on at least an annual basis and we would encourage you to check this page regularly to review any amendments. If any changes made are significant, the Parish Council will endeavour to contact you, where details are available.

## **Who we are**

Kings Worthy Parish Council is a data controller registered with the Information Commissioner's Office. For more information please visit the appropriate page on the ICO website – <https://ico.org.uk/ESDWebPages/Entry/Z8753681>

## **What information do we collect?**

The personal information we collect might include your name, address, email address, IP address, and information regarding what web pages are accessed and when. If you are a customer of the Parish Council, we may collect your payment information and other additional information necessary to provide services.

Details of how we process data can be found in our Data protection policy; a copy of which can be obtained from the Parish Council.

As a local authority we are permitted by law to process personal information on parishioners for many reasons (for example, for election purposes). Where we do not have legal authority to obtain your information from you, we will always seek your consent before processing. If we obtain information about you from third parties, we will inform you promptly where this information has come from and how it will be used.

## **What we do with the information we gather**

When we require your details, we use them to provide you with a better service and in particular for the following reasons:

- We will use it for the processing of service requests or for the reason it was being collected. Occasionally external organisations, such as contractors, may need your information to help process your request. Therefore, it may be necessary to share your details with them only to enable your request to be processed.
- We may use the information to improve our services and develop new ones.
- We will under no circumstances sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- As a local authority we have a duty to protect public funds and we may share your information with other organisations that audit our funds.
- We may share your information to prevent/detect fraud with other public bodies, such as the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the police.

To help us monitor both the number of users of our website and to assist in providing a secure website, your IP address may be collected. This is only collected for these specified reasons and will not be used for any other purpose without your consent.

## **Security**

In order to prevent unauthorised access and/or disclosure, we have in place suitable physical, electronic and administrative procedures to safeguard and secure the information we collect.

These internal processes are included in our Document/Data Retention Policy.

## **Links to other websites**

Our website contains links to other websites of interest but please note that when you leave our site, we have no control over that other website. Therefore, we cannot be held responsible for the protection and/or privacy of any information which you provide whilst visiting external websites and these are not governed by this privacy policy. You should actively seek the privacy statement applicable to the website in question.

## **Transferring your information outside the European Union**

Please note that the Parish Council store all personnel data securely within the European Union, as laid out in the GDPR.

## Data/Document Retention

We have a retention policy which adheres to legal obligations for the retaining of personnel information. We review personal information held, as per the schedule laid out in said retention policy, to ensure that it is not held longer than necessary.

- A copy of our Data & document retention policy can be viewed on our website or obtained from the Parish Council

## Contact Us

If you have any questions about this Privacy Policy or if you wish to request a copy of the details of personal information which we hold about you under Data Protection legislation, please contact the Clerk, using the contact details below:

Telephone: 01962 884150

Email: [gdpr@kingsworthy.org.uk](mailto:gdpr@kingsworthy.org.uk)

## Complaints relating to data privacy

If for any reason you wish to complain about how your data is being used, we would strongly encourage you to contact the Parish Council's Data Protection Officer, so we can hopefully resolve the matter. Alternatively, or if you remain unhappy with our response, you have a right to complain to the [Information Commissioner's Office](#) using the details below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**By Phone:** 0303 123 1113

**On the website:** <https://ico.org.uk/global/contact-us/>