

DATA PRIVACY NOTICE

Sunningdale Parish Council is classed under the Data Protection Act 2018 as the data controller, please see specific contact details below. This means it decides how your personal data is processed and for what purposes.

Your personal data

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 council's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Processing your personal data

Sunningdale 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 process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This includes lists of current allotment holders and waiting lists for allotments. It includes mailing lists for newsletters, agendas or minutes.
- To provide certain online facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments

Sharing your personal data

We might share information with the borough council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community process. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt.

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

Length of time we keep your personal data

Sunningdale Parish Council conforms to external regulations in relation to retention of data, the full list of what data is retained and for what length of time is available here.

Outside of the regulations, we will keep your data for the period required to complete an enquiry, the term of the lease or until the action is completed. Data will then be removed permanently.

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 Sunningdale Parish Council holds about you;
- The right to request that Sunningdale 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 Sunningdale 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.
- 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
- The right to lodge a complaint with the Information Commissioners Office.

Keeping data

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

Accessing the information, you hold about me

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer, Sunningdale Parish Council, The Pavilion, Broomhall Lane, Sunningdale. SL5 0QS. Info@sunningdaleparish.org.uk.

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

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