



# Cottingham Parish Council Privacy Notice

# Privacy notice

## 1. General

Cottingham Parish Council (“**CPC**”, “**we**” or “**us**”) is committed to protecting your privacy.

This Privacy Notice sets out how we treat your personal information, allowing you to make informed choices about the personal information that you provide to us via any media including the CPC website (the “**Website**”), letters and emails you send to us and conversations with any serving Councillor. It also includes personal information that we obtain about you through legal means and from public sources such as Corby Borough Council’s Planning process and the Electoral Roll.

By accessing and using, and submitting any personal information to, the Website, you will automatically be taken to have read, understood and accepted this Privacy Policy.

If you do not want us to collect, use and transfer your personal information in the ways described in this Policy, then you should (depending on what it is you object to) contact us and ask for your information to be deleted.

We may make changes to this Privacy Policy at any time and such changes will be posted on the Website, made available on request from the Clerk to the CPC and, where appropriate, notified to you by e-mail. Therefore, you should check this Privacy Policy regularly.

For the purposes of the Data Protection Act 1988 and the General Data Protection Regulations (the "Act & Regulations"), the data controller is the Cottingham Parish Council. For contact details please access the Contact Us page on the Website (<http://www.cottingham-northants-pc.org.uk/>).

## 2. What we mean by personal information

Personal information means any data from which you can be identified (including information such as your name, email address and password) and which concerns you. All personal information that we obtain from you will be dealt with in accordance with the provisions of this this Privacy Policy and the Act & Regulations.

## 3. Personal information that we collect

We may collect and process the following data about you:

- information you provide via the Website including your name, email address, job title and any updated information you provide from time to time;
- Information you provide when you write to us in any format, telephone us or submit to us in person;
- additional information we may request from you by contacting you directly, although there will be no obligation on you to provide this additional information;
- Details of your visits to the Website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes or otherwise and the resources that you access;

If you provide us with information about another person you confirm that they have appointed you to act for them, consent to the processing of their personal data including sensitive personal data and that you have informed them of our identity and the purposes (as set out below) for which their personal data will be processed.

By providing us with your personal information, you consent to our processing your personal data for the purposes set out below.

#### **4. What is the legal basis for holding and processing your personal data?**

- explicit consent of you, the data subject, so that we can keep you informed about the activities and services of the CPC;
- processing is necessary for carrying out legal and statutory obligations e.g., in relation to Planning laws and by-laws;
- there is no disclosure to a third party without consent.
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#### **5. How we use your personal information**

We use personal information held about you in the following main ways:

- so that we can administer and support the Website and your use of the Website, and to notify you occasionally about important changes or developments to it;
- to contact you by post, telephone or email from time to time, in order to ask for your views, or inform you, about CPC related matters;
- for assessment and analysis to enable us to review, develop and improve the services we offer;
- for other purposes to which you have given your consent

We do not sell, trade or rent your information to other parties

Except in very specific circumstances, we do not disclose any of your information to other parties. In said very specific circumstances we only disclose information where you have given your consent for us to do so, and only disclose the specific information you have consented to being disclosed.

However, in accordance with the Act & Regulations, we reserve the right to give your personal information to a third party without your consent where we believe that such disclosure is (i) required by law or (ii) necessary to assist in the prevention or detection of any criminal action (including fraud) or (iii) is in the overriding public interest and is permitted by law.

#### **6. How we protect your personal information**

We are strongly committed to data security and we take reasonable and appropriate steps to protect your personal information. We have put in place physical, technical, and managerial procedures to seek to safeguard the information you provide to us by keeping it up to date, storing and destroying it securely, not collecting or retaining excessive amounts of it, and protecting it from unauthorised access, unauthorised disclosure, loss, misuse, alteration or corruption

However, owing to the nature of the internet we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information while you are using the Website and the internet, including internet email accounts.

## 7. How long we keep your personal information

We retain your personal information for as long as necessary to process the specific reason it was submitted by you or obtained by us, and for as long as is required by those laws and regulations which at any given time stipulate and govern the record keeping of Parish Councils.

## 8. 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 CPC holds about you;
- The right to request that the CPC 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 the CPC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where applicable, 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);
- 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, where applicable, to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.
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## 9. Contact us

If you have any queries about how we use your information you can contact us via the 'Contact Us' page of the Website (<http://www.cottingham-northants-pc.org.uk/>).

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