

WEST END PARISH COUNCIL

DATA PRIVACY NOTICE

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. Who are we?

West End Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

West End 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 maintain our accounts and records

To administer records of allotment holders/cemetery details/hall bookings;

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

We will ask for your explicit consent to retain your details by means of a consent form of an application form

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with any third party.

6. How long do we keep your personal data?

We will keep your data for as long as you remain a user of a West End Parish Council facility; or, for an occasional user, within six months of the end of the financial year once the accounts for that year have been audited.

7. 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 West End Parish Council holds about you;
- The right to request that West End Parish Council corrects any personal data if it is found to be inaccurate or out of date;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 West End Parish Council to retain such data;
- The right to withdraw your consent to the processing at any time, where consent is given;
- 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; and
- The right to lodge a complaint with the Information Commissioners Office.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Clerk to the Parish Council, The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE; email: clerk@westend-pc.gov.uk

You can contact the Information Commissioner's Office on 0303 123 1113, 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. West End Parish Council is registered with the ICO, registration reference number Z8739144