

Colwall Parish Council
General Data Protection Regulation
PRIVACY NOTICE for Contractors

Introduction

The processing of personal data is governed by legislation including the General Data Protection Regulation (the "GDPR") and other legislation. "Personal data" is any information about a living individual which allows them to be identified either directly using the data or by combining it with other information which helps to identify a living individual.

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

The council works together with:

Other data controllers, such as local authorities and public authorities and, where appropriate to the contract you enter into with the council, shares personal data for references and similar requirements.

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 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.

What data do we process?

- Names, titles, and aliases,
- Contact details such as telephone numbers, addresses, and email addresses.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out the contract.
- Next of kin and emergency contact information

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

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Dealing with legal disputes involving you.
- Complying with health and safety obligations.
- To prevent fraud.
- To maintain our own accounts and records;
- To seek your views or comments;
- To administer councillors' interests
- To provide a reference.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

Colwall Parish Council
General Data Protection Regulation
PRIVACY NOTICE for Contractors

What is the legal basis for processing your personal data?

- Where processing is necessary for compliance with a legal obligation.
- We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the Council's tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Agents, suppliers and contractors.
- Other persons or organisations operating within the local community.
- Professional advisors

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 8 years to support HMRC audits or provide tax information. 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 (for example 3 years for personal injury claims or 6 years for contract 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 responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with 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.

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

9. *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.

10. *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 personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

11. *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.

Colwall Parish Council
General Data Protection Regulation
PRIVACY NOTICE for Contractors

12. *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 one month of receiving your request.
13. *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 by post
14. *The right to lodge a complaint with the Information Commissioner's Office.*
You can contact the Information Commissioners 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 ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by 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 for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.colwall.net
This Notice was last updated in April 2018.

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 relevant rights, queries or complaints at:

The Data Controller, Colwall Parish Council, Mrs K Davis, Clerk to Colwall Parish Council, Humble Bee Hall, Hollybush, Ledbury, Herefordshire, HR8 1ET. Tel: 01531 650542. E-mail: cpcclerk@colwall.org.uk

You can contact the Information Commissioners 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