

Matlock Bath Parish Council

Chair: Peter Baranek

Website: www.matlockbathparishcouncil.gov.uk

Email: clerk@matlockbathparishcouncil.gov.uk



General Privacy Notice

Personal Data – What Is It?

Personal data is any information about a living individual who can be identified from that data (eg a name, photographs, videos, e-mail address, telephone number or address). 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 (GDPR).

Who Are We?

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

How Do We Process your Personal Data?

Matlock Bath Parish Council complies with its obligations under 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 enable us to contact residents, volunteers and members of the public.
- To promote the interests of the Council.
- To maintain our own accounts and records.
- To seek your views, opinions or comments.
- To manage our employee and Councillors.
- To inform you of news, events, activities and services in Matlock Bath.
- To process relevant financial transactions including grants and payments for goods or services supplied to the Council.

What is the Legal Basis for Processing Your Personal Data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services. We may process personal data if it is necessary for the performance of a contract with you or to take steps to enter into a contract, for example processing your data in connection with the use of the Bowling Green or Sports Area. Sometimes the use of your personal data requires consent. We will first obtain your consent to that use.

Sharing your Personal Data

Your personal data will be treated as strictly confidential and may only be shared with members of the Council in order to carry out a service or for purposes connected with the Council. We will not share your data with any third party unless another law permits this.

How Long Do We Keep your Personal Data?

We will keep data in accordance with the Retention Policy. Data is stored electronically and/or may be held in paper format in a filing cabinet.

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 Council holds about you;
- The right to request that the 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 the Council to retain such data;
- The right to request that we stop processing your personal data or ask us to restrict processing.
- 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 (known as the right to data portability).
- The right to lodge a complaint with the Information Commissioner's Office.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, we will provide you with a new notice explaining this new use prior to commencing with processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

Matlock Bath Parish Council, Coppice End, 19 Derby Road, Matlock Bath, Derbyshire DE4 3PU
Telephone: 07914 420545 or e-mail: clerk@matlockbathparishcouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or by e-mail ico.org.uk/global/contact-us/e-mail or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security.