**GDPR - DATA PRIVACY NOTICE**

**The Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford**

**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?**

The Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford 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?**

The Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford complies with its obligations under the “GDPR” by

* keeping only such data as is essential for the legal function of the Parish Council
* 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 undertake our statutory and financial duties as a Parish Council
* To manage and communicate between our employees and our Councillors
* To maintain our own accounts and records
* To inform Parishioners from time to time of news, events, activities and actions of the Parish Council

**4. 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
* Processing is necessary for carrying out legal obligations as a Parish Council or under employment, social security or social protection law
* No data will be disclosed to a third party without consent.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared with other members of the Parish Council to enable the operation of the Parish Council. We will only share your data with third parties outside of the parish with your consent.

**6. How long do we keep your personal data[[1]](#footnote-1)?**We keep data in accordance with the guidance set out in the Parish Council’s Records Management Policy, available on our website.

We retain electoral roll data while it is still current and only for purposes related to periodic elections to the Council

**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 The Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford holds about you
* The right to request that The Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford 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 Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford to retain such data
* The right to withdraw your consent to the processing at any time
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Clerk to the Parish Council of Towton, Grimston and Kirkby Wharfe with North Milford at [clerk@towtonpc.org.uk](mailto:clerk@towtonpc.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.

1. [↑](#footnote-ref-1)