

Melchet Park & Plaitford Parish Council

Privacy Notice and Privacy Policy

- Melchet Park & Plaitford Parish Council collects and holds very little personal data.
- It does not collect and hold any data relating to children.
- It does not sell or transfer data to other bodies except where required to do so by law enforcement agencies.

Data collected by the Parish Council:

This is limited to email addresses, and in some cases telephone numbers and/or addresses for everyone except employees for whom financial information is also held. The data is used for four purposes.

- a) To inform individuals of items of information which are likely to be of interest to them.
The legal basis for holding the data for this purpose is by consent - "6(1)(a) - Consent of the data subject"
- b) To respond to queries made by the individual (the data subject).
The legal basis for holding the data for this purpose is to respond to queries - "6(1)(b) - Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract".
- c) To communicate with individuals on matters relating to the public interest.
The legal basis for holding this data is public interest - "6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".
- d) To carry out contractual obligations with employees.
The legal basis for holding this data is to carry out contractual obligations - "6(1)(b) - Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract".

Data received by the Parish Council

This is limited to the Electoral Register which is provided by Test Valley Borough Council.

This data is owned by TVBC and all enquiries from a data subject should be directed to TVBC.

The Parish Council uses this data in election related matters and to ensure compliance with voting legislation at Parish Meetings.

The legal basis for holding this data is exercising official authority - "6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

Individual's Rights

An individual has the following rights under GDPR:

1. **The right to be informed** of the data kept by the Parish Council relating to that individual.
2. **The right of access** to the data relating to the individual.
3. **The right to rectification** of errors in the data. (Errors in entries on the Electoral Register can only be corrected by Test Valley Borough Council.)
4. **The right to erasure** of personal data. (In the case of data on the Electoral register this can only be dealt with by Test Valley Borough Council.)
5. **The right to restrict processing** of an individual's data.
6. **The right to data portability** - the data must be provided to the individual in an easy to use format.
7. **The right to object** to the individual's data being held.
8. **Rights in relation to automated decision making and profiling.** This is not applicable to this Parish Council.

Subject Access Requests

A data subject (person) may request a copy of their personal data which the Parish Council holds.

The Parish Council will respond to any such request within one month.

On receipt of such a request the data subject will be sent a copy of all their personal data which the Parish Council holds with an explanation of why the data is being held.

Data Retention

Data collected by the Parish Council is held indefinitely or until it ceases to be of use (e.g. the data subject leaves the area) or it is no longer legally required (financial data).

Data provided by TVBC is held until TVBC requests it to be destroyed.

Adopted 16th July 2018