



Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, Derbyshire, SK22 2EP
Tel. 01663 744550. Email: clerk@hayfield-pc.gov.uk

Data Privacy Policy

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?

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

3. How do we process your personal data?

Hayfield 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 enable us to keep in contact with parishioners.
- To manage our employees and volunteers;
- To maintain our own accounts and records.

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

- Legitimate interest, e.g general admin of HPC, newsletters etc.
- Processing is necessary for carrying out legal obligations in relation to employments or business contracts.

5. Sharing your personal data

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

6. How long do we keep your personal data

We keep data in accordance with the guidance.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights

- the right to request a copy of your personal data which Hayfield Parish Council holds about you;
- The right to request that Hayfield Parish Council corrects any personal data if it is found to be inaccurate or out of date;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 Hayfield Parish Council to retain such data;
- 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, 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;
- 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 of complaints please in the first instance contact the Clerk, Hayfield Parish Council, Market St, Hayfield SK22 2EW. clerk@hayfield-pc.gov.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.