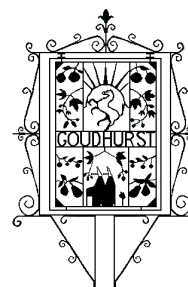


Goudhurst Parish Council



General Privacy Notice – Residents and the General Public

The General Data Protection Regulation (GDPR) gives individuals the right to be informed about how organisations use their personal data. Goudhurst Parish Council provides this information in this Privacy Notice.

The Council's general privacy notice is below as well as details of specific privacy notices. These are available on our website.

Goudhurst Parish Council is registered as a data controller with the Information Commissioner's Office (registration number: Z 9979156). The Information Commissioner's Office is the regulator for data protection in the UK.

1.1. What is the purpose of this privacy statement?

This privacy statement tells you what to expect when Goudhurst Parish Council collects or receives personal data. It applies to information we collect or receive about:

- visitors to our website
- people who register for and use our information services
- people who are referred to us by other persons, agencies, organisations
- people who contact us with an enquiry or complaint
- job applicants and our current and former employees
- people who participate in publicity for the Council
- people who are recorded on CCTV systems operated by the Council.

1.2. What is personal data?

Personal data is any information that relates to an identifiable living individual. The following are examples of personal data the Council may collect or receive:

There are two categories of data that can be collected.

- The first category of personal data covers general information s such as name, address, phone number, etc.
- The second category covers a set of Special Categories data such as:
 - racial or ethnic origin;
 - political opinions;
 - religious or philosophical beliefs;
 - trade union membership;
 - genetic data;
 - biometric data (where used for identification purposes);
 - physical or mental health;
 - sex life or sexuality.

The only Special category data the Council holds relates to staff.

Personal data can be take any format including:

- written letters
- emails
- video recordings
- audio recordings
- photographs

1.3. What do we use personal data for?

We need to use personal data for the activities and functions we are required to carry out as a parish council. They cover the following purposes:

- delivering services and support to residents and businesses
- managing the investigation of enquiries and complaints
- responding to requests for information
- complying with legal requirements or Court Orders
- legal proceedings and legal advice
- health and safety
- managing our property
- internal financial management of accounts and records
- carrying out surveys and audits
- law enforcement functions that may result in criminal investigations or prosecutions

1.4. When do we use your personal data?

Data protection law allows us to use or share personal data in any of the following circumstances:

1.1.1. With consent

When we have your (or your appointed representative's) consent. For example, you may have indicated your consent on a paper form or on-line form on our web site.

1.1.1.1. Mailing lists.

Anyone can elect to receive informational correspondence by joining our mailing list. Similarly they can unsubscribe from the list by using the 'Unsubscribe' link on any communication. Alternatively sending an email to clerk@ and request removal from the list. Only name and email address are maintained.

1.1.2. Without consent

1.1.1.2. Servicing a request

By contacting the Council on email, telephone, social media or letter there is implied consent to use the details provided in response to the request. Depending on the nature of the request data will be stored in-line with data retention policies and data may be shared with other organisations in resolution. For example a missed bin collection where the address would be important. Anyone can request that the data is used for no other reason than the intended purpose.

1.1.3. When there is a contract

Where there is a contract in place additional information may be held (for example sort code and account details where payments are made) and there are regulatory requirements on Parish Councils to retain such information. An example would be the purchase of a burial plot. Financial data will held in our accounting systems and at the bank for 7 years.

1.1.1.3. Legal Obligation

where we are under a legal obligation that requires us to process your personal data or where it is necessary for the performance of a law enforcement task.

1.5. Sharing and receiving personal data

As a Parish Council we have limited need to share your information. We may share your data with other parties to support the delivery of the a service you have requested, to support the Council carry out any of its statutory functions or, where appropriate, in any of the other circumstances referred to in section 3 above.

We may provide personal data to (or receive personal data from):

- customers and service users
- family, associates or representatives of the person whose personal data we are processing
- local and central government bodies
- housing associations and landlords
- voluntary and charitable organisations
- current past and prospective employers
- courts and tribunals
- law enforcement and prosecuting authorities
- licensing authorities

1.6. Will personal data ever be transferred outside the United Kingdom?

All of our data is stored in the UK and we would not transfer any personal outside of the UK.

1.7. How long do we keep personal data?

Goudhurst Parish Council's has a statement of record retention which can be found on our website. It describes the retention different categories and types of information, including personal data. In certain areas the law may also specify a minimum amount of time we have to retain certain information.

1.8. 8. How do we keep your information secure?

We will take appropriate steps to make sure we hold records about you in a secure way. We have put in place procedures and technologies to maintain security of personal data from the point of collection to the point of destruction. All employees are given training in information security and data protection standards and are obliged to respect the confidentiality of your personal data.

1.9. What rights do you have in relation to your personal data?

You have a number of rights that you may exercise in relation to your personal data. Some of the rights do not apply automatically and may not be available in certain circumstances where a lawful exception applies.

1. You have a right to access your personal data. You can request a copy of personal data that we hold about you and ask us to explain how we use your data.
2. If we are relying on consent as the lawful basis to process your data you can withdraw your consent at any time, and we will stop further processing.
3. You have a right to object to processing of your personal data. You have an absolute right to stop your data being used for direct marketing. In other cases where the right to object applies, we may be able to continue using your data if we have a compelling reason for doing so.
4. You have a right to request the restriction or suppression of your personal data.
5. You have a right to have your personal data erased, if we no longer have a legitimate use for it. This right is sometimes called the 'right to be forgotten'.
6. You have a right to rectification of your personal data if the information we hold in relation to you is inaccurate or incomplete.
7. You have a right not to be subject to any decision based solely on automated processing, including profiling, which produces legal or similarly significant effects. We do not use any such processes

If you would like to request access to your personal data or exercise any of your other data protection rights, please contact the Clerks office.

We will retain your information for the period necessary to fulfil the relevant purpose for which it is held, and we will also retain any external verification so long as it remains

accurate based on the information you provide to us. This will allow us to reuse that information when you register for additional services.

1.10. Privacy Notices

Privacy Notice	Communications
<p>Purpose</p> <p>We use a mailing list collected via a link on our website. This allows residents to sign-up to receive communications such as the monthly Parish Newsletter.</p> <p>We will also use this information for general information distribution or the distribution of items such as surveys. No data is shared outside of the Clerks office and members.</p>	<p>Rights and Options</p> <p>Anyone can elect to receive informational correspondence, for example our newsletter, by joining our mailing list.</p> <p>Similarly you can unsubscribe from the list by using the 'Unsubscribe' link on any communication. Alternatively sending an email to clerk@ and request removal from the list.</p> <p>Only name and email address are maintained.</p>

Privacy Notice	Burials
<p>Purpose</p> <p>The Council is responsible for the burial ground and any interments. Requests are received using the form available on the website. Details of the interment is held in a public register.</p>	<p>Rights and Options</p> <p>This is a simple form which holds name and contact details only. There is no special data. If a plot is purchased data and the form are stored for xx years and record of the plot is stored for yy years and details of payments will be stored in our accounts for six years following the financial year of transaction.</p>

Privacy Notice	Electoral Role
<p>Purpose</p>	<p>Rights and Options</p>

<p>The Council hold a copy of the electoral role provided by TWBC. This is maintained under lock and key and is not available to anyone but the officers of the council. The name and address elements of this register are considered to be public domain and a version of this data can be purchased by anyone.</p> <p>We will only use this data to write to residents when we believe it is in the best interests of the residents. This would be because of a specific issue in their locality (post code for example) or because of something that would be in their interest – for example the delivery of a copy of a document.</p>	<p>If residents wish to opt-out of the use of their address for communication then they can do so by writing to Clerk. There may though still be public interest reasons for using this data.</p> <p>If you wish to see a copy of your records, you should contact the Data Protection Officer at TWBC as the data controller. You are entitled to receive a copy of your records free of charge, within a month.</p>
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Privacy Notice	Traffic Incident Reporting
<p>Purpose</p> <p>Anyone may upload details of traffic incidents in the Parish to our website.</p> <p>This is to enable us to maintain a register of such incidents to support highways proposals.</p> <p>These may contain name and email address or may be submitted anonymously.</p> <p>Details of the incident are then all made available, once validated, via the website. Names and email addresses are not disclosed.</p>	<p>Rights and Options</p> <p>Follow-up may take place depending on the severity of an incident. Anyone submitting can request removal of their name from records by emailing Clerk.</p>

Privacy Notice	SAR requests
<p>Purpose</p>	<p>Rights and Options</p> <p>We will acknowledge your request and may ask you to provide details of specific</p>

<p>You can make a request for your own personal information.</p> <p>You may request information about or on behalf of someone else if you:</p> <ul style="list-style-type: none"> • have consent from the person concerned or a registered Lasting Power of Attorney giving you authority to act on behalf of someone else • are a parent acting on behalf of a child, (although if the child is old enough, we will usually ask for their consent) <p>You must provide two forms of identification. One to confirm your identity and must be photo ID and one which confirms your current address.</p>	<p>information you require together with relevant dates.</p> <p>Once you have confirmed who you are and provided proof of your identity, we will respond to your request within the statutory timescale of one month. In complex cases this can be extended by a further two months. If this is the case, we will write to you explaining the reasons why.</p>
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Privacy Notice	Requests for Information
<p>Purpose</p> <p>By contacting the Council on email, telephone, social media or letter there is implied consent to use the details provided in response to the request. Depending on the nature of the request data will be stored in-line with data retention policies.</p> <p>Again, depending on the request, data may be shared with other organisations in resolution. For example a missed bin collection where the address would be important. Anyone can request that the data is used for no other reason than the intended purpose.</p>	<p>Rights and Options</p> <p>Anyone can request that the data is used for no other reason than the intended purpose. There may be in</p>

Privacy Notice	Photographs/Images
Purpose	Rights and Options

<p>Images of individuals are treated as personal data. Images of crowds in a public area are not. When taking photographs intended for publication on our website or elsewhere, it is our policy to seek the written permission of any individuals who are photographed.</p>	<p>We will respond promptly to any request to remove photographic images and/or personal data from the website where the person making such a request has a right to do so in accordance with their data protection rights.</p>
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Privacy Notice	Website
<p>Purpose</p> <p>The computers which host our website maintain logs which include the Internet Protocol (IP) addresses of all devices that access our pages. We only use these logs to determine website usage and not to identify or obtain information about specific users. IP information is treated as confidential and is not published or shared with any third party.</p> <p>Our website has two Google Analytics cookies to monitor website performance along with a cookie to support file upload.</p> <p>Our website is intended to provide information about the Council. It provides two services. The first allows anyone to sign-up to receive information via email. The second allows anyone to upload details of traffic incidents</p>	<p>Rights and Options</p> <p>The services and rights are described individually above.</p> <p>If you wish to block all cookies this can be managed within your browser.</p> <p>This privacy statement does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on other websites you visit.</p>

Privacy Notice	CCTV
<p>Purpose</p> <p>CCTV cameras have been installed in the Parish to monitor areas for incidents like accidents, vandalism etc. CCTV cameras are not actively monitored and the footage</p>	<p>Rights and Options</p> <p>You have the right to request CCTV footage of yourself..</p> <p>You will need to provide information to help the owner identify you, for example:</p>

is used retrospectively as an audit trail in the management of specific incidents.

GPC has CCTV in operation at various sites including council as well as other premises. Our CCTV cameras are static cameras and focus on specific areas of the Parish for example the church wall by the bend. These cameras may capture footage of you whilst you are in their locality. There are signs in place to inform you where cameras are in use????

Goudhurst Parish Council are the data controller for CCTV. We capture

- static and moving images of people
- vehicle registration numbers

We do not deliberately set out to capture any special category personal data. However, cameras will incidentally record information which falls within these categories.

We use the data captured to :

- to ensure the health and safety of employees and users of our facilities.
- to review any incidence of crime
- to review and to all forms of possible harassment and disorder
- to monitor road safety
- to support the police in their investigations

There is a public interest in processing this information, for the purposes of detecting and preventing crime or damage to council property or a community asset.

Our legal basis for processing your personal data is:

- that it is necessary to meet a legal obligation
- that it is necessary to perform tasks in the public interest
- that we have a legitimate interest in processing this information

a specific date and time

proof of your identity

a description of yourself

We will usually provide the footage free of charge within 1 calendar month.

Our CCTV footage is deleted after 30 days from recording.

We may not be allowed to share any footage if:

- other people can be seen in it
- they're not able to edit out people to protect their identity

Alternatively we may invite you to a viewing of the footage if:

- they're unable to provide you with the footage itself
- you agree to that arrangement

We can refuse your request if sharing the footage could put an ongoing criminal investigation at risk.

Any processing of special category personal data is incidental and is not logged specifically.

It may be necessary to share information with others. We will only do this when it is necessary, or if we are required to do so by law. Our reasons for sharing data are:

- We may be asked to provide footage to assist the police with any criminal damage or their investigations.
- We may also be asked for footage from insurance companies should there be an incident involving car accidents or damage to cars.

However, there is no planned regular or scheduled sharing of CCTV footage with any external organisation.

CCTV footage will only be processed internally by council staff who are authorised to do so.

Data is retained in accordance with the council's Retention Schedule.