

# Privacy Statement

This privacy policy sets out how Castor Parish Council uses and protects any information that you give us. Castor Parish Council is committed to ensuring that your privacy is protected.

Castor Parish Council may change this policy at any time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

## ***Data Protection***

Data protection law changed on 25th May 2018 with the introduction of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 replacing the Data Protection Act 1998. Data protection legislation promotes individuals to take control of their personal data through a series of rights. The Act places obligations on the Council as a data controller while giving rights to you as the data subject. It imposes stringent requirements that any organisation holding personal information must comply with. The Act also requires the Council to respect the principles of fair processing when handling your personal information and that all processing undertaken must be; fair and lawful, used only a specific purpose, adequate, relevant and not excessive, accurate and kept up to date, kept for no longer than is necessary and kept secure.

Information on compliance is contained in our Specific Privacy Notice and the separate Website Terms of Use policy.

## **CPC Privacy Notice for Councillors**

Councillors are required by law to complete a register of interest and this by its nature contains personal data which is in the public domain and published on the website of Peterborough city council Castor website will also contain links to the published registers of interest and may contain other contact details agreed with individual parish councillors.

## **CPC Privacy statement for Staff and applicants for employment by the parish council**

We will hold personal data willingly supplied by staff in the process of recruitment and retain that data for the duration of their employment and for a minimum of two years after the cessation of their employment. The data will solely be used for the administration of payroll and other requirements of employment law. The data will not be disclosed to other parties except as required by Law. Personal data supplied by unsuccessful applicants will be destroyed six months commencement of employment by the successful applicant and will not be disclosed to any other party except as may be required by Law.

## **Personal data held in respect of land leases or Allotment administration**

Castor Parish council owns a number of parcels of land and will hold personal data of leaseholder and Allotment holders in respect of those individual sites. The data held will be retained and used solely in relation to the administration of the agreements to occupy those sites. The data will not be shared with any other third party other than as agents of the parish council or as required by law. Our agents will be required to comply with the Parish council privacy statements and will not share that data with any other third party or use the data for any purpose other than as agents of the parish council in the administration of those leases and or agreements

## **Personal Data in respect of Contractors, suppliers of goods and services and Grant recipients**

Castor parish council seeks to operate in an open and transparent way and meet the spirit of the Transparency Code applicable to Small local authorities. As such ALL payments made by way of Grant or for goods or services received will be published on the parish council website. The publication of those payments will never include details of bank account or sort codes required to make payments by bank transfer and those details will never be disclosed to third parties other than as required by law. All payments are supported by documentation which is made available to our auditors and as required by law for the proper scrutiny of public funds. Those auditors are subject to the same legislative requirements to protect personal data and will be separately accountable.

## **Emails**

Residents, contractors and members of the public will in general contact the parish council by email. In contacting the clerk and/ or a parish councillor the communication is deemed to be made to the parish council as a whole and as such may be shared between the clerk and all parish councillors holding office at the time.

If the communication is in respect of a service or matter controlled by a different public body, organisation or person then the content of the communication may be shared with that public body, organisation or person in order to seek a resolution to the matter raised. We will not however pass on personal contact details without the consent of the individual or organisation.

You can also see the Government Data Protection Act and GDPR legislation on their website

[www.legislation.gov.uk/ukpga/2018/12/contents/enacted](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)

<http://gdpr-legislation.co.uk/>

and the Information Commissioners Organisation <https://ico.org.uk/>

## ***Security***

Castor Parish Council will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of personal information or any other information provided to us. We will not pass on information to third parties unless permission is specifically given to do so by the provider of the information, or as required by law.