

SYKEHOUSE PARISH COUNCIL

General Privacy Notice

In order to perform our duties and responsibilities, we need to hold and process some personal data about our parishioners and other relevant people.

Your personal data is any information about you which allows you to be identified from that data, for example, your name, title, address, photograph, telephone number(s) or email address. This data is obtained by the use of the Consent Form, on which you detail some of your personal data and nominate your contact details. The processing of personal data is governed by legislation, for example the General Data Protection Regulation 2018, and other relevant legislation.

This Privacy Notice is provided to you by Sykehouse Parish Council, which is the nominated data controller for your data.

We work with other data controllers, such as Doncaster Metropolitan Borough Council, other parish councils in the area and the Sykehouse Parochial Charity. We may need to share your personal data we hold with them so that they can carry out their duties in respect of the Parish Council.

In addition to the data listed above, we may hold additional personal data about you, if you are an employee, or if it is relevant to any of the services provided by us, such as gender, age, marital status, nationality, education/work history, academic or professional qualifications, hobbies, family composition and dependants. We may also hold other sensitive personal data about you, such as criminal convictions, racial or ethnic origin, medical history information, or political affiliations.

The personal data we hold about you will only be used lawfully, fairly and in a transparent way. We will only collect and use data where it is relevant to the council's legitimate activities. We will keep the information up to date and only for as long as is necessary for the purpose for which it is collected. Whilst we keep your data, it will be kept securely.

We will use your data for some or all of the following purposes:

- To deliver public services to you as a resident of our community;
- To contact you by your preferred method to inform you of forthcoming public events;
- To contact you about specific activities in the community, e.g. organised litter picking;
- To seek your views and opinions or comments on proposed or actual activities;
- To forward to you information that you have requested;
- To publicise our activities through our website.

From time to time we may need to share your personal data with other organisations as detailed above. If the data that needs to be shared is of a more sensitive nature, we will require and obtain your consent before it is shared. These other organisations have the same responsibilities as ourselves to protect your data.

When we have no need to keep your personal data it will be destroyed in a secure manner.

You have certain rights with respect to your data held by us:

- At any point you can contact us to request what personal data we hold about you as well as to ask why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There is normally no charge for such a request.
- You can inform us of any changes to your personal data, and it will then be updated.
- You can request that your personal data be destroyed if you feel that we should no longer hold it. We will then destroy it, unless there is a valid legal reason why it should be retained.

SYKEHOUSE PARISH COUNCIL

- You have the right to request that we stop using your personal data, or that we restrict its use. We will advise if this is possible, or if there is some legitimate reason why we need to continue to use your data.
- You may withdraw your consent for us to use your personal data at any time, by contacting us using the contact details below.
- If you wish to make a complaint about our keeping or handling of your personal data, you can do so by contacting the Information Commissioners Office on 0303 123 1113, by post to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via email at <https://ico.org.uk/global/contact-us/email/>.

If at any time, your personal details change, you can notify us by completing a new Consent Form, which can be obtained from the council website, or by contacting any member of the Parish Council, or by email request to the Parish Clerk, whose contact details are given below.

Sykehouse Parish Council
www.Sykehouse.org.uk

Clerk to the Council,
Ms. Joanne Halsall
82, Heatherfields Crescent
New Rossington
DONCASTER
DN11 0TZ

Joannehh39@hotmail.com