

Data Protection Policy

This Policy was adopted by Ruskington Parish Council on 12 November 2024:
Minute Ref: 9.9, page 85-2024, in order to comply with the requirements of the General Data Protection Regulations (GDPR), which came into force on 25 May 2018.

Your personal data – what is it?

‘Personal data’ is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, (including CCTV footage) email address, or address). Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the GDPR and other local legislation relating to personal data and rights such as the Human Rights Act.

Council information

This Privacy Policy is provided by Ruskington Parish Council, and exists, both as a Council working Policy, but as a General Public information source on our website.

The Council’s address is:
7-9 High Street, Ruskington, Sleaford, NG34 9DY

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses.

The council will comply with GDPR.

This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that are explained within this Policy and not used in any way that is incompatible with those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

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

- To deliver public services and to understand your needs to provide the services that you request;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone, text message, Messenger or via the Council's website.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, surveys, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

What is the legal basis for processing your personal data?

The Council has always required a legal basis to process personal data. The GDPR include five lawful bases for local councils. It is possible for more than one to apply at the same time. The five bases are:

1. **Compliance with legal obligation:** The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.
2. **Contractual necessity:** We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
3. **Consent:** Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your consent to that use.
4. **Vital interests:** It is possible to process personal information to protect an individual without their consent e.g., in a life-or-death situation where emergency contact information is needed.

5. **Public Interest:** When the Parish Council is acting in the public interest, personal data may be processed if it is necessary to undertake the tasks.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, the Grants of Exclusive Rights of Burial. It is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

You have the following rights with respect to your personal data:

- **The right to be informed.** The right to access personal data we hold on you. At any time, you can request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them.
- **The right to 'correct' and 'update' the personal data we hold on you.** If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.
- **The right to have your personal data erased** if you feel we should no longer be using it or are using it unlawfully. When we receive your request, we will then either confirm that it has been deleted or explain why it cannot be deleted, e.g., because we need it to comply with a legal obligation.
- **The right to object to processing of your personal data or to restrict it to certain purposes only.** You can request us to stop processing your data or ask us to restrict what we do with it. When we receive your request, we will let you know if we are able to comply or if we have a legal obligation to continue.
- **The right to withdraw your consent** to the processing at any time for any processing of data to which consent was obtained.

Links to other websites

The Ruskington Parish Council website may contain links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies. Please address any queries concerning this privacy policy, our website or any other general query to us.

Changes to this policy

We keep this Data Protection Policy under regular review, and we will place any updates on the Ruskington Parish Council Website. This Policy was last updated in November 2024.

Confirmation that this Data Protection Policy is understood and the measures will be followed:

Please note: If you do not understand any part of this policy please speak to the Clerk of Council.

Name	Signature	Date