

# General Data Protection Regulation (GDPR) (EU) 2016/679

## Privacy Notice

This website is run by South Swindon Parish Council. Your privacy is critically important and the Parish Council will comply with the Data Protection Act 1998 and the new General Data Protection Regulation (GDPR) which came into effect on 25th May 2018.

This notice explains how we use and share your information. Information may be collected on paper or online, by telephone, email or by a member of our staff. Data may also be received about you from one of our partners such as Swindon Borough Council who control our Library user data or from Studio 2450 who manage our Community Centre booking data.

Your personal information is recorded if you:

- Subscribe to or apply for services that require personal information like allotments or community centre bookings.
- Report a fault and give your contact details for us to respond. For example, if you call us to raise a concern about grass cutting or to report a fault with a gate at an allotment.
- You could also contact us and leave your details for us to respond by telephone on any range of questions.

## Why is data collected

In order to:

- Deliver the public service we are required to do.
- Confirm your identity to provide some services.
- To prevent money laundering/fraud when paying for services.
- Contact you by post, email or telephone.
- Understand your needs to provide the services that you request.
- Obtain your opinion about our services such as a consultation document.
- Update your customer record or customer account.
- Help us to develop an understanding of how we are performing at delivering services
- Allow us to undertake statutory functions efficiently and effectively
- Make sure we meet our statutory obligations.

## Right to Process Information

The Parish Council is permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation, or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## How we use your information

Your personal information will only be used for the purposes it was provided and will only be held for as long as necessary. All employees who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to South Swindon Parish Council are protected against unauthorised access by third parties.

**SOUTH SWINDON PARISH COUNCIL WILL NEVER PASS ON YOUR INFORMATION TO THIRD PARTIES WITHOUT YOUR WRITTEN CONSENT.**

**SOUTH SWINDON PARISH COUNCIL WILL NEVER USE YOUR INFORMATION TO SEND SPECULATIVE MARKETING OR PROMOTIONAL MATERIAL.**

South Swindon Parish Council will keep information about you accurate and up to date. If, however, you find errors or inaccuracies in your data, these will be amended upon request. Contact details are on the Home Page.

Your information will be processed for the following purposes:

- For the service you requested, and to monitor and improve the council's performance in responding to your request.
- To allow us to be able to communicate and provide services and benefits appropriate to your needs.
- To ensure that we meet our legal obligations.
- Where necessary for the requirements of law.
- To prevent and detect fraud or crime.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Parish Council.
- Where necessary to protect individuals from harm or injury that may result from us not passing information diligently.
- To allow the statistical analysis of your data so we can plan the future provision of services.

## Information sharing

The Parish Council may need to pass your information to other people and organisations that provide a service. These providers are obliged to keep your details securely and use them only to fulfil your request. This will only be done once you have given your written consent unless we are legally required to do so.

The legal requirement will be where permitted under the Data Protection Act and would be, for example, if a request was made by Wiltshire Police in relation to a criminal investigation.

## Information Security

South Swindon Parish Council will always ensure the security of your personal data. Your data is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. The Parish Council will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

## Children

The Parish Council will not process any data relating to a child (under 18 years old) without the express parental/ guardian consent of the child concerned. All bookings in relation to children (such as childrens parties) will be held in the name of the booking hirer.

## Your Rights

### Access to Information

You have the right to request access to the information we have about you. You can do this by contacting the Clerk : [clerk@southswindon-pc.gov.uk](mailto:clerk@southswindon-pc.gov.uk)

If you believe that data about you is incorrect, please contact the office :  
[admin@centralswindonsouth-pc.gov.uk](mailto:admin@centralswindonsouth-pc.gov.uk)

If you wish to delete the information about you please contact: [admin@centralswindonsouth-pc.gov.uk](mailto:admin@centralswindonsouth-pc.gov.uk)

### Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [clerk@centralswindonsouth-pc.gov.uk](mailto:clerk@centralswindonsouth-pc.gov.uk)

### Rights Related to Automated Decision Making and Profiling

South Swindon Parish Council does not use automated decision making or profiling of individual personal data.

### In Summary:

In accordance with the law, the Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Parish Council does not use profiling, sell data or pass your data to third parties without your consent. The Parish Council does not use your data for purposes other than those specified. Your data is stored securely. All information deemed to be no longer necessary is deleted. The Parish Council constantly review Privacy Policies to keep it up to date in protecting your data.

South Swindon Parish Council is NOT required to employ a dedicated Data Protection Officer (DPO) under the revised provisions of the Act.

### Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Clerk at South Swindon Parish Council : [clerk@southswindon-pc.gov.uk](mailto:clerk@southswindon-pc.gov.uk) or you can contact the

Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113