

1. About this Policy

1.1 This policy explains when and why we collect personal information about our clients and staff, how we use it, and how we keep it secure and comply with access requirements in relation to it.

1.2 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.funtingtonpc.org regularly for any amendments .

1.3 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

2. Who are we?

2.1 We are [Funtington Parish Website](http://www.funtingtonpc.org). We can be contacted through the Contact Us page www.funtingtonpc.org

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Councillors' and Clerk's name, telephone number and e-mail address.	To enable community to contact officers.	Required public domain information.
Record of any key meetings or agreements	Record of Parish Council Business.	Required public domain information.
Basic telephone or email information relating to website users and subscribers.	User/Subscriber Management.	To enable communication with users/subscribers.

4. How we protect your personal data

4.1 We will not transfer personal data outside the EU.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We do not use cookies to collect personal information, though they may be used to analyse usage levels in order to provide a better user experience,

4.3 Please note however that where information is transmitted to us over the internet this can never be guaranteed to be 100% secure.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell personal data. We will not share personal data with any third parties without prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. newsletters to communicate with you). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold personal data on our systems for as long as that person is a Staff Member and for as long afterwards as is necessary to comply with our legal obligations. We will review personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing that personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the contacts in section 2.1