



## **GRAIG COMMUNITY COUNCIL** **Data Protection Privacy Policy**

### **1. 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, email address, or address). Identification could be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the UK including the General Data Protection Regulation (the GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

### **2. Council information**

Graig Community Council takes the privacy of individuals very seriously and this Privacy Policy is provided to reassure you that in any dealings with the Council your personal privacy will be respected and any data received will be treated in the proper way and with the utmost confidentiality.

### **3. What personal data will be collected?**

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

- Names, titles, aliases, photographs;
- Contact details such as telephone numbers, addresses and email addresses;
- Where they are relevant to the services being provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition and dependants;
- Where you pay for activities such as use of a community hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation.

### **4. The Council will comply with data protection law. This says that the personal data we hold must be:**

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



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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter);
- To help us to build a picture of how we are performing;
- 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 carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults at risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- 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 appeals, campaigns, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**6. What is the legal basis for processing your personal data?**

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 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.

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. An example of this would be processing your data in connection with the hiring of a hall or the acceptance of an allotment garden tenancy.

Sometimes the use of personal data requires your consent to that use. To be valid under the GDPR there must be a positive action to opt in. Consent must be freely given, specific, informed, unambiguous and be able to be withdrawn. We will ensure consent is obtained in the correct way, will keep a record of consent and review annually.



## 7. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community;
- In order to perform our duties as a Burial Authority, we may share personal information with Funeral Directors and other local authorities.

## 8. 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 of time. For example, 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 and 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 a claim. In general, we will endeavour to keep data only for as long as we need it. This means we will delete it when it is no longer needed.

## 9. Your rights and your personal data

You have the following rights with respect to 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.

- The right to be informed
- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have your personal data erased
- The right to object to processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioner's Office on 029 2067 8400 or via email [wales@ico.org.uk](mailto:wales@ico.org.uk) or at the ICO's regional office for Wales at Information Commissioner's Office, 2nd Floor, Churchill House, Churchill Way, Cardiff CF10 2HH.

For more information, please see our Subject Access Request Policy.



## **10. Transfer of data abroad**

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter or on a photo) may be accessed from overseas.

## **11. Further processing**

If we wish to use your data for a new purpose not covered by this Privacy Policy then we will provide you with Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **12. Data Protection Officer**

To date it seems unlikely that community councils will need their own Data Protection Officer. This is in debate presently. Should this become necessary the council will appoint an officer to perform the duty. Until such time, each person processing data on behalf of the council will be responsible for adhering to this and associated policies, and must report any serious breaches of the policy to both Newport City Council and the ICO.

## **13. Data breaches**

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data. For information about how a data breach will be dealt with please see our Data Breach Policy.

## **14. Changes to this policy**

We keep this policy under regular review and we will update and publish only the newest version of this policy. This policy was created in May 2018.

## **15. Contact details**

Please contact us if you have any questions about this Privacy Policy or the personal information we hold about you or to exercise all relevant rights, queries or complaints at:

Graig Community Council  
c/o 6 Vale View  
Risca  
Newport  
NP11 6HS

Tel: 07971 094382  
email: [clerk@graigcc.co.uk](mailto:clerk@graigcc.co.uk)