



LLANHARAN COMMUNITY COUNCIL PRIVACY NOTICE

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Why have a privacy policy?

Information about when and how personal data is collected and used.

The Council is committed to protecting your privacy when you use its services.

This notice sets out the Council's policy and practice regarding your personal data to fulfil the requirements of General Data Protection Regulation and other legislation (the Legislation), regulated and enforced by the Information Commission Officer (see below for contact details).

What is personal data?

Personal information can be anything that directly or indirectly identifies a living person.

Some information is sensitive and needs more protection. It may relate to:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

Llanharan Community Council will not normally collect sensitive data.



Who has responsibility for personal data?

Llanharan Community Council is the **data controller** under the Legislation in respect of all personal data collected. The Council has appointed the Clerk as Data Protection lead. You may contact the Clerk at:

2A Chapel Road
Llanharan
Pontyclun
CF72 9QA

Telephone: 01443 231430

Email: clerk@llanharan-cc.gov.wales

How does the Council take decisions and process personal data?

The Council's powers derive from legislation. In accordance with these powers decisions are usually taken at the Council, Committee, or sub-Committee meetings although it can delegate decisions, for example, to an officer.

When using personal data, the Council will comply with a series of data protection principles. These principles are to protect you. The Council will:

- Process all personal information lawfully, fairly and in a transparent manner
- Collect personal information for a specified, explicit and legitimate purpose
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected
- Ensure the personal information is accurate and up to date
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected
- Keep your personal information securely using appropriate measures.

Why does the Council process personal data?

Information about you is required to deliver and manage services to you and the locality the Council represents such as:

- consultation on planning application
- enquiries and complaints
- allotments, open spaces, rights of way
- events and publicity
- publicity
- community centres and halls
- volunteering
- legal and other claims
- training and management of staff to deliver services
- keeping track of spending on services
- checking the quality of services
- to help with research and planning of new services



On occasions the Council may require your consent before using your personal data. If your consent is required, you will be invited to agree with a consent notice. However, you are NOT obliged to give your consent and any consent given can be withdrawn later.

How does the law allow the Council to use your personal data?

There are many occasions when the law allows the Council to use your personal data:

- where you, or your representative, has given explicit consent for specific processing purpose(s)
- you have undertaken a contract with the Council or have undertaken steps leading to the award of a contract
- for employment purposes
- to comply with the Council's statutory duties
- to protect you or another individual's "vital interests" in an emergency
- to undertake a task carried out in the public interest or in the exercise of authority given to the Council
- to deal with a legal or other claim(s)
- you have made your data publicly available
- for archiving, research or statistical purposes
- for legitimate interests - note the Council can only rely on this ground if it is processing for a legitimate reason other than performing tasks as a public authority

Consent

If you have given the Council your consent, you have the right to remove it at any time. If you want to remove your consent, please contact the Clerk to deal with your request.

When will the Council use the personal data?

The Council will only collect and use personal information if it is needed to deliver a service or meet a requirement. If the Council uses your personal data for research and analysis, it will be kept anonymous or use a different name unless you have agreed that your personal data can be used. The Council does not sell your personal information.

Who may also receive your information?

Sometimes the Council has a legal duty to provide your personal data to other organisations, and this may override your right to privacy, for example:

- to find and stop crime and fraud
- if there are serious risks to the public, or staff
- if there is an emergency

Additionally, the Council may use a range of organisations to help support the delivery of the service you may receive, such as

- the emergency services
- the County Borough Council
- a provider of services such as hall booking software



- HMRC
- voluntary organisations

Unless required by law, and before sharing the information, the Council will seek to ensure that the sharing organisation itself complies with the Legislation.

How long will the personal data be held?

The Council will only keep your information for as long as it is required, as set out in the Council's privacy and data protection policy. Once your information is no longer needed it will be securely and confidentially destroyed.

What are your rights?

You have certain rights under the Legislation, namely:

- The right of **access** to any personal information the Council holds about you, within one month of making a subject access request in writing to the Clerk. To enable the Council to deal with the request you will need to include your current name and address, proof of identity (such as your driving license, passport or two different utility bills that display your name and address), and as much detail as possible so that the Council can identify any information it may hold. However, you will not be given:
 - Confidential information about other people
 - Data that will cause serious harm to your or someone else's physical or mental wellbeing
 - Information that must be kept confidential for the purposes of preventing or detecting a crime
- The right of **rectification**. The Council must correct inaccurate or incomplete data within one month of notification.
- The right to **erasure**. You have the right to have your personal data deleted and to prevent processing unless the Council has a reason or legal obligation to process it.
- The right of **restriction**. You have the right to suppress processing. The Council can retain information about you to ensure that the restriction is respected in future.
- The right to data **portability**. The Council will provide you with your personal data in a structured, commonly used, electronic readable form when asked.
- The right of **objection**. You can object to your personal data being used for profiling, direct marketing or research purposes.

To exercise any of these rights please contact the Clerk in writing.



Does the Council's transfer personal data to a third country and where is the personal data kept?

The Council stores paper copy data under lock and key in its office and electronic personal data in the cloud. The internet is global, and there may be occasions when the data leaves the UK. Information provided could be temporarily transferred via a route outside the EU as it passes between you and the Council. Where this occurs appropriate safeguards such as Standard Contractual Clauses are used to ensure data protection.

You should also be aware that data transmitted via the Internet cannot be guaranteed to be completely secure during transmission. The Council cannot ensure or guarantee the security of any information you transmit to the Council whether by email or otherwise.

Security of your information: how does the Council protect personal data?

The council will do what it can to make sure that the data is held in a secure way whether on paper or electronically. The security includes, for example:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password)
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training staff to make them aware of how to handle information and how and when to report when something goes wrong
- Keeping up to date on the latest security updates (commonly called patches)

How to make a complaint or comment

If you wish to make a complaint or comment, please contact the Council, for example, by calling at the office, or by letter or email.

You may also contact the Information Commissioner's Office at:

The Information Commissioner's Office Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk

The ICO office welcomes calls in Welsh on 029 2067 8400.
Mae'r swyddfa yn croesawu galwadau yn Gymraeg ar 029 2067 8400,

Failure or refusal to sign an acknowledgement does not affect the application of this policy, which will apply to all employees from the date of issue.