

# **GUNTHWAITE AND INGBIRCHWORTH PARISH COUNCIL**

## **PRIVACY NOTICE GENERAL**

This notice has been produced in accordance with the General Data Protection Regulations 2018. The Regulations govern the way public and other bodies collect, hold, share and process personal data (as defined for purposes of compliance with the Regulations).

1. The Parish Council does not hold personal data on parishioners as a group other than that lawfully shared with it by Barnsley MBC Electoral Office. (For treatment of data on individual parishioners, see paragraph 2.) This data will not be shared, either in whole or in part, with any third party and is securely held by the Parish Clerk. It is not further processed for any purpose other than secure disposal once superseded.

2. Personal data obtained from letters, emails, telephone calls, applications or other communication by and with individuals will not be shared with third parties except where it is necessary to pass on such details in order to facilitate a proper response on the matter in hand. Where such third parties are not data controllers covered by the provisions of the Regulations, the prior consent of the individual or individuals will be required.

3. The Parish Council holds on file and by other means details of suppliers, service providers, organisations and volunteer groups with which it does business and has communication in respect of its functions. Where such details include an individual's name, personal (as distinct from business or organisation) telephone number and email address, or other identifier, they will not be shared with third parties except with the individual's explicit consent. Details will be held only for as long as is necessary to facilitate business and communication, including auditing and warranty requirements. Personal data provided in published form such as product brochures, business cards, letter heads and organisation websites will be deemed as excluded from the requirements of the Regulations. Further provision in respect of personal data on contractors, agents and volunteers is contained in the document 'Gunthwaite and Ingbirchworth Parish Council; Privacy Notice For Staff, Councillors and Role Holders'.

4. Personal data provided to the Parish Council by third parties, including data in planning applications on which it is being consulted and that shared with the Council's representatives on other bodies, will not be shared with other third parties or recorded in Council minutes. They will be properly destroyed once the purpose of the provision of the data has ceased.

5. Personal data disclosed in the course of Parish Council meetings and other meetings convened by the Council, or as a result of general consultation, will only be minuted or recorded with the individual's consent. (See also paragraph 8.)

6. Provisions in respect of personal data on current, prospective and former councillors, and on current, prospective and former staff (currently the single post of Parish Clerk), is contained in the document 'Gunthwaite and Ingbirchworth Parish Council; Privacy Notice For Staff, Councillors and Role Holders'.

7. Nothing in the above provisions precludes the Parish Council from passing on personal data where it has a legal duty or legal reason for doing so.

8. The Parish Council has a duty under the Openness of Local Government Regulations 2014 to permit the recording and reporting of its meetings. It is the responsibility of those doing

the recording and reporting to ensure they comply with the Data Protection Regulations. The Council will have no liability for breach of the Regulations arising from such recording and reporting.

Approved.....Date.....