

# WEST DOWN PARISH COUNCIL



## **West Down Parish Council Privacy Notice for Councillors,** **\*Staff & \*\*Role Holders**

Date of Annual Review	Notes and comments	Change Description	Minutes Number
3 August 2022	Content correct	Updated with Data Protection Officer, Clerks email and website address	4740
2 August 2023	Data Protection Officer changed	Annual Review	5029
3 July 2024	Content correct	Annual Review	5298
2 July 2025	Content correct	Updated with new Clerk details	180/25

\* Staff means employees. \*\* Includes volunteers, contractors, agents, and other role holders within the council including former staff and former councillors. This also includes applicants or candidates for any of these roles.

The West Down Parish Council will be referred to as the 'Controller' of the personal data you provide to us.

### **Why we collect your data**

We need to know basic data in order to provide a service. We will only collect personal data from you for the purpose for which you provided the information. This can include contact details such as name, address, email, phone number.

### **What we may do with your data**

All the personal data we process is processed by our officers for the purpose of Parish Council business. This information is located on servers within the UK or the European Economic Area (EEA). No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection policy in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on the West Down Parish Council website.

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We have appointed one of our councillors as the Data Protection Officer (DPO) – see contact details below. The DPO will provide support and guidance to the council in respect of compliance with data protection legislation.

We may use your information in the following ways:

- Communications in relation to your employment, performing duties or Parish Council business.
- Payroll and Expenses processing.
- Provision of information to the Returning officer of North Devon council in accordance with statutory requirements of your appointment as a local councillor.

## **How long we keep your 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 currently 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 or 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 or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## **Your responsibilities**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

## **What are your rights**

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate via The Data Protection Officer,

c/o The Clerk to the Council, West Down Parish Council, Badgers Drift, West Down, Ilfracombe, Devon, EX34 8NH – or by email at [clerk@westdownparishcouncil.org.uk](mailto:clerk@westdownparishcouncil.org.uk)

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The Data Protection Officer (DPO) for West Down Parish Council is Cllr Richard Kenshole.

If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Reference document: General Data Protection Regulations Policy (GDPR), West Down Parish Council.