



GENERAL DATA PROTECTION POLICY

1. This General Data Protection Policy is provided to you by Waltham on the Wolds and Thorpe Arnold Parish Council which is the data controller for your data. It ensures that Council meets its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 18).
2. 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 can 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 United Kingdom including UK GDPR and other local legislation relating to personal data and rights such as the Human Rights Act.
3. The Council will process some or all of the following personal data where necessary to perform its tasks:
 - Names, titles, and aliases, photographs;
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
 - Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
 - The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.
4. The Council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices. The Council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The Council will not process your personal data if it does not have a legal basis for processing. The Council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:
 - it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
 - it is necessary to comply with any legal obligation; and/or
 - it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
 - it is necessary to protect the vital interests of a data subject or another person; and/or
 - it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.



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If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

5. The Council complies with data protection legislation guided by the six data protection principles. This says that the personal data we hold about you 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 purposes 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 purposes we have told you about.
 - Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.
6. This section provides information about the third parties with whom the Council may share your personal data. These third parties 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 personal 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.
7. 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 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.

For more information, please see our [Subject Access Requests](#) procedure.
8. 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) may be accessed from overseas.



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9. Further processing:

If we wish to use your personal data for a new purpose, not covered by this GDPR Policy, then we will provide you with a 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.

10. We keep this GDPR Policy under annual review.

The next review is due to take place: July 2025

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

Parish Clerk
19 Goadby Road
Waltham on the Wolds
Melton Mowbray
Leicestershire
LE14 4AG
clerk@wotwatapc.org.uk

12. Additional relevant Council documentation:

[GDPR Data Audit](#)

[Data Breach Policy](#)

[General Privacy Notice](#)

[Role Holders Privacy Statement](#)

This document was adopted by the Council at its meeting held 18th July 2024.

Signed _____ Chair