

MERTON PARISH COUNCIL

Privacy Notice

This document explains how Merton Parish Council collects and uses your personal information and explains your rights in relation to your personal data.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in Merton Parish Council's possession or likely to come into its possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who we are

Merton Parish Council is the Data Controller. This means it decides how your personal data is processed and for what purposes. The Parish Clerk is the Data Processor and processes data on behalf of the Data Controller.

3. How we collect or are supplied with information

- You give us your information when you contact us by post, phone or email. When you contact us a record may be created in your name. To that record we add information that you give us.
- We collect and process information about Councillors and employees.
- We are supplied with a copy of the register of electors by the District Council.

3. How we use your information

Personal information is used in the following ways:

- To process enquiries and applications, for example, for allotments
- To enter into a contract with you or take steps to enter into a contract
- To provide services to residents. This includes lists of current allotment holders and waiting lists for allotments. It includes any mailing lists, for example, for agendas or minutes
- To allow other organisations to provide services to residents
- To produce aggregated statistical information, including data for monitoring equality of opportunity
- To collect or process payments
- To maintain our accounts and records
- To manage our employees

4. The legal basis for processing your personal data

- With the explicit consent of the data subject
- When processing is necessary for the Parish Council to comply with its legal obligations including those under employment law.
- When the collection and processing of data is required for the performance of a contract
- When processing is in the public interest.

5. Sharing information

- We might share information with the District or County Council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.
- If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation. This is unlikely to be the case in planning matters.
- If you are in debt to us, we may give other people information for the purposes of recovering the debt.
- Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.
- We do not sell personal information to other organisations.

6. Transfer of data outside the EEA

The Parish Council will only transfer personal information outside the European Economic Area where necessary safeguards have been secured by contract.

7. Data retention

The Parish Council has a published Document Retention Policy and Procedure.

8. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to access personal data we hold on you.
You can contact us to request a copy of the personal data we hold on you, why we have it, who has access to it and where we obtained it from.
- The right to correct and update the personal data we hold on you
If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- The right to have your personal data erased
If you feel that we should no longer be using your personal data or that we are unlawfully using it, you can request that we erase it. This will not apply if there is a lawful reason for continued processing.
- The right to object to processing of your personal data or to restrict it to certain purposes only.
You have the right to request that we stop processing your personal data or ask us to restrict processing. If we receive such a request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- The right to data portability
You can ask to be provided with your personal data and where possible, to transmit that data directly to another data controller (where applicable)
- The right to withdraw your consent to the processing of data to which consent was obtained.
- The right to lodge a complaint with the Information Commissioner's Office.

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

9. Data Subject Access Requests

You can find out if MPC holds any personal information by making a 'subject access request'. If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to; and
- let you have a copy of the information.

Data subject access requests must be made in writing to the Parish Clerk. We may ask for further information to identify you and ensure the personal data relates to the individual making the request. We will respond within one month of receiving the information we require to carry out your request.

There is no charge for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

10. Contact Details

To exercise any rights or requests under this Privacy Notice please contact the Parish Clerk:

Tracey Charlesworth,
Merton Parish Clerk,
North End House,
Blackbull Lane,
Fencott,
Kidlington,
OX5 2RD

Email: clerkmertonpc@gmail.com

Review:

This Privacy Notice was adopted on **14 November 2022 (Minute Ref: M9/22-2.6-a)** to be reviewed in two years' or earlier if legislation changes.