

Radcliffe on Trent Parish Council

Privacy Notice

Introduction

Radcliffe on Trent Parish Council ("the Council") is committed to compliance with data protection legislation. Protecting your personal information is essential for providing efficient services. This notice outlines how we collect, use, and protect your personal data, ensuring transparency and accountability in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

How We Handle Your Personal Data

The Council adheres to the following key principles of data protection when handling your personal information:

- **Fairness and Lawfulness:** Data is processed fairly, lawfully, and transparently.
- **Purpose Limitation:** Data is processed for specified and legitimate purposes only.
- **Data Minimisation:** We collect only the minimum necessary information.
- **Accuracy:** Data is kept accurate and up to date, not retained longer than necessary.
- **Rights of Individuals:** Processing is done in accordance with individuals' rights.
- **Security:** Data is kept securely.
- **International Transfers:** Personal data is not transferred outside the European Economic Area without your consent.

We do not use your personal data for automated decision-making processes or offer data portability.

Lawful Basis for Processing

Under the GDPR, the Council processes personal data based on the following lawful bases:

- **Public Task:** This is the primary basis for local government functions.

- **Legal Obligation:** Used for specific legal requirements.
 - **Contract:** Applies to commercial operations, such as the hiring of council facilities.
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What is Personal Data?

Personal data is any information relating to an identifiable living individual. This includes, but is not limited to, names, addresses, and contact numbers. Personal data can also encompass opinions about individuals and any indications of the intentions of the data controller.

What is Sensitive Personal Data?

Sensitive personal data includes information such as:

- Racial or ethnic origin
- Political opinions
- Trade union membership
- Health information
- Offences (including alleged offences)
- Religious beliefs

The use of sensitive personal data is strictly controlled and usually requires your explicit consent.

Why the Council Collects and Retains Personal Data

To provide efficient services, the Council collects personal data, which may also need to be shared with contracted service providers. These providers are obligated to keep your information secure and use it solely for fulfilling your service requests. The Council processes information in a manner compliant with GDPR, specifically for:

- Law enforcement, regulation, and licensing
 - Financial transactions, including payments and grants
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Sharing Information with Partner Agencies

The Council collaborates with other councils and partner agencies (e.g., Police, Health Services) to promote social wellbeing, reduce crime, and enhance community health. Personal and sensitive information may be shared to protect vital interests in life-or-

death situations. However, the Council ensures that any organisation receiving your information has adequate measures to protect it.

Contractors

If you work with the Council as a sole trader, your name may be included in payment records documented in the Minutes of Council Meetings, which are available for public inspection.

Further Information

For inquiries about how your data is used or to make a Subject Access Request, please contact the Proper Officer:

Proper Officer to the Council
Radcliffe on Trent Parish Council
The Grange, Vicarage Lane
Radcliffe on Trent
Nottingham
NG12 2FB

Phone: 0115 9335808

Email: Please see the website for up-to-date, relevant email addresses

You have the right to object to your data being processed. If you wish to exercise this right, please reach out to the Proper Officer, detailing your concerns.

Date	Item	Next Review
18.05.2018	Document created	01.05.2022
05.11.2024	HR consideration and adoption	19.11.2024
19.11.2024	Full Council noting	2027