DATA PRIVACY NOTICE
Kimpton Parish Council

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 the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Parish Clerk is the data controller (contact details below). This means the Parish Clerk decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Kimpton Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the Parish of Kimpton
- To administer membership records, Electoral Roll and magazine subscriptions;
- To promote the interests of the Parish Council.
- To manage and communicate with our contractors, members and volunteers.
- To maintain our own accounts and records.
- To inform you of news, events, activities and services in the parish of Kimpton

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject (yourself) so that we can keep you informed about news, events, activities and services, process your gift aid donations and keep you informed about diocesan events.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and o there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Kimpton Parish Council in order to carry out a service to other members for purposes connected with the Parish Council. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal datai?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records".
Specifically, we retain electoral roll data while it is still current and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (funerals if applicable) permanently. Names and addresses of Next-of-kin after funerals are kept for up to six years

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Kimpton Parish Council holds about you;
- The right to request that the Kimpton Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Kimpton Parish Council to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact The Parish Clerk, Kimpton Village Hall, Deacon Road, Kimpton, Andover SP11 8NU.

You can contact the information Commissioners Office on 0303 123 1113 or see our website https://ico.org.uk/global/contact-us or at the Information Commissioners Office, Wycliff House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Kimpton Parish Council Data Control Representative: Parish Clerk