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Privacy Statement

To be adopted at Full Council 18th April 2023

In accordance with guidelines set down by NALC.

This privacy statement is intended to cover the activities of the Sandgate Parish Council.

Sandgate Parish Council operates through professional staff who are employed by Sandgate Parish Council . Sandgate Parish Council works with several different publics and

communities.

Organisations and individuals fall into one of four categories:

• National and local governments and their associated agencies

• National and local commercial organisations

• National and local voluntary organisations

• Private individuals

Keeping in touch with the council’s communities is a key strategy, and the council

strives to facilitate this daily. This statement is intended to provide information about how Sandgate Parish Council will use individual personal data. This information is provided because Data Protection Law gives individuals the right to understand how their data is used.

Whose Data does Sandgate Parish Council hold?

Sandgate Parish Council holds personal data from a broad range of individuals from across

the wider community.

Sandgate Parish Council is the sole corporate trustee for four charities. Although they are

separate corporations, their administration is all through Sandgate Parish Council staff, and

their data protection requirements are governed by the council.

Why does Sandgate Parish Council hold data?

Sandgate Parish Council holds data to work with its communities. Whether as a resident

or a member of an organisation, the council accepts that many parties have a

legitimate interest in Sandgate Parish Council through their current or recent involvement

with the council. All data held relates to individuals who have a pre-existing relationship

with Sandgate Parish Council and/or an interest in its future development.

Sandgate Parish Council uses data for the purposes of:

• Invitations to events

• News provision

• Committee Meetings

• Annual meetings

• Volunteering opportunities

• Commercial transactions regarding the council’s purchases or sales

• Ensuring correct employment practice

What data does Sandgate Parish Council hold?

This may vary from individual to individual according to personal links with the council

and their level of engagement in recent years. The data held may include:

• Full name

• Date of birth

• Partner’s name

• Home and work contact details (addresses, telephone numbers, email

addresses) Job title, and employer.

• Interests and involvement with Sandgate Parish Council

• Links to other family members whose data is held Access/dietary requirements.

• Bank details (only for organisations and individuals who transact with Hythe

Town Council

How is the Data collected?

Generally, Sandgate Parish Council receives personal data from the individual directly.

This may be via a form, or simply in the ordinary course of interaction or

communication (such as email or phone calls).

However, in some cases, personal data will be supplied by third parties (for example

directories of suppliers); or collected from publicly available resources.

How is the data stored and used?

The Data is stored and transmitted securely. Access is controlled and the data is used

daily in a considered manner, in many different ways such as.

• Planning events

• Producing guest lists and invitations (e.g., to civic events)

• Identifying and contacting speakers to address committees or full council

• Sharing Sandgate Parish Council news

• Circulating meeting papers for committee meetings and annual meetings

• Passing on condolences and checking family connections

• Overseeing registration and payment for events

• Identifying individuals who may want to support a specific project.

• Providing information for obituaries

• Historical research of individuals or families

• Arranging volunteering opportunities

Sandgate Parish Council will endeavour to ensure that all personal data held in relation to

an individual is as up-to-date and accurate as possible. Individuals should notify the

Parish Clerk of any significant changes to important information, such as contact details

held about them.

An individual has the right to request that any out-of-date, irrelevant, or inaccurate

information about them be erased or corrected (subject to certain exemptions and

limitations under Data Protection Law): please see above for details of why Hythe

Town Council may need to process your data and of whom you may contact if you

disagree.

Sandgate Parish Council will take appropriate technical and organisational steps to ensure

the security of personal data about individuals, including policies around the use of

technology and devices, and access to systems. All staff are made aware of this

statement and their duties under Data Protection Law and receives relevant training.

What communications are sent out?

Individuals will receive regular information relating to their areas of interest and

involvement and can easily stop receiving information that is no longer relevant.

Communication may take the form of an email, a letter, or a publication. Normal

communication may include:

• Individual invitations to events and reunions

• Newsletters and e-bulletins from Sandgate Parish Council relating to forthcoming

activities.

• Agendas, minutes, and reports relating to specific meetings.

• Publications capturing Sandgate Parish Council news.

• Articles relating to historical events/figures or topical issues.

Is Data shared?

Data is not normally shared with external third parties. However, on occasions, it may

be shared after consent has been sort for a legitimate reason. Some examples of

these are, so an individual may:

• Pass on their thanks or condolences.

• Enable a principal authority to contact a resident about a concern they have

raised.

• Encourage individuals to volunteer for an activity.

How long does Sandgate Parish Council keep personal data?

Sandgate Parish Council will retain personal data securely and only in line with how long it

is necessary to keep it for a legitimate and lawful reason. If you have any specific

queries about how our retention policy is applied or wish to request that personal data

that you no longer believe to be relevant be considered for erasure, please contact the

Parish Clerk (contact details are below).

A limited and reasonable amount of information will be kept for archiving purposes, for

example, even where you have requested, we no longer keep in touch with you, we

will need to keep a record of the fact in order to fulfil your wishes (called a "suppression

record").

What to do if you would want to find out more or make a complaint relating to

data control?

Whatever an individual’s link with Sandgate Parish Council it is vital that they feel informed

about how the council uses and controls their personal data. The staff at the council

are always happy to answer questions relating to the use of data, and individuals can

always request a change to the way that their data is managed or make a complaint

by contacting the Parish Clerk at:

Sandgate Parish Council Library- James Morris Court

[clerk@sandgatepc.org.uk](mailto:clerk@sandgatepc.org.uk)

01303 248563