



Kings Worthy Parish Council Website Privacy Notice

Please note this notice applies to data related to the using the Parish Council's website only.

If you choose to contact us directly via email, telephone, postal service, or our facility booking software, the information provided will be processed in accordance with the Council's Public Privacy Notice; a copy of which can be found on our website (see link below), or by contacting the Parish Office.

<https://kingsworthy-pc.gov.uk/public-privacy-notice/>

Your personal data - what is it?

"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 from directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Website Privacy Notice is provided to you by Kings Worthy Parish Council which is the data controller for your data in relation to www.kingsworthy-pc.gov.uk.

Other data controllers the council works with:

- Contractors including our website supplier and online bookings system supplier.
- Hampshire Constabulary

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller. A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all the following personal data where necessary to perform its tasks:

- Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views)
- Any other information that you choose to send to us.

How we use sensitive personal data

The Parish Council's website does not collect sensitive personal data. IF you choose to provide us with said data, this is covered under Council's [Public Privacy Notice](#); a copy of which can be found on our website, or by contacting the Parish Office.

The council will comply with data protection law

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.

We use your personal data for some or all of the following purposes:

- To administer the website.
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To promote the interests of the council.
- To allow the statistical analysis of data so we can plan the provision of our website and bookings services.
- Less commonly, we may process your personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests), and you are not capable of giving your consent, or where you have already made the information public.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the

discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always consider your interests and rights. This Website Privacy Notice sets out your rights and the council's obligations to you. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter a contract. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

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 because they process and protect your personal data.

It is likely that we will need to share your data with some or all the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with"
- 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.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue a claim.

In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. Your rights and your personal data You have the following rights with respect to your personal data: When exercising any of the rights listed below, 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

- At any point you can contact us to request the personal data we hold as well as why we have that personal data, who has access to the personal data and where we obtained the personal data. Once we have received your request, we will respond within one month.
- There are no fees or charges 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.

The right to correct and update the personal data we hold

- If the data we hold 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 your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason it cannot be deleted (for example because we need it for to comply with a legal obligation)

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. Upon receiving the 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 have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

The right to lodge a complaint with the Information Commissioner' s Office

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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.

Cookies

We make use of cookies to gather valuable information about how users move around the site. This enables us to understand how the site is used and to make improvements.

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the webserver to identify and track the web browser. Cookies can identify users, remember preferences, and help users complete tasks without having to re-enter information when visiting multiple pages or returning to your site. This helps provide a more personalised and slick user experience.

We may use both "session" cookies and "persistent" cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.) This does have the drawback that certain features of some websites may not function properly without the aid of cookies.

Our site uses Google Analytics to collect basic, anonymous data on page visitor numbers. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.

Cookies are website uses:

- Parish Online Mapping cookie – gx_sysadmin_tk – To help display mapping data on our website.
- Google Analytics – cookie banner – To help tracking of web traffic.

Third party information

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on our website.

Contact Details

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

The Data Controller
Kings Worthy Parish Council
Lionel Tubbs Hall & Kings Worthy Community Centre

Fraser Road
Kings Worthy
Winchester
Hampshire
SO23 7PJ

Email: clerk@kingsworthy-pc.gov.uk or gdpr@kingsworthy-pc.gov.uk