



Finderne Community Council

Privacy Notice

26th April 2018

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 data protection legislation.

2. Who are we?

The Finderne Community Council (FCC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The FCC may also be the data processor.

The Secretary of the FCC fulfils the role of the Data Protection Officer for the FCC.

3. How do we process your personal data?

The FCC complies with its obligations under data protection legislation 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 personal data in order to meet the constitutional objectives of the Finderne Community Council:

- to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
- to express the views of the community to the Local Authority for the area to public authorities and other organisations;
- to take such action in the interests of the community as appears to it to be desirable and practicable;
- to promote the well-being of the community and to foster community spirit;
- to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

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

- Explicit consent from members of the community, so that we can keep you informed about news, events, activities and consultations, and so we can seek your opinions on various issues;
- Processing is necessary for carrying out obligations under the FCC constitution;
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;



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- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

5. Data Storage and Security

- The FCC stores personal data within the contacts list within its Email system, within emails, and for financial transaction within its accounts.
- Only members of the FCC have a password to access the email system, and should not divulge the password. The password will be changed on a regular basis at least annually, and whenever a member leaves the FCC.
- Personal data in the contacts list is labelled as “Community”, “FCC members”, “Organisations”, “Elected members”, “Suppliers and Service Providers” etc, as appropriate.
- Group emails to community members will use the “blind copy” technique, in order to keep contact data confidential, and offer the recipients the opportunity to unsubscribe.
- We may also share data relating to financial transactions with professional auditors, who themselves will be data protection compliant.
- Personal data may also be recorded within the minutes of meetings, for which prior consent will be obtained.

6. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent, or for reasons identified in section 4 above.

7. How long do we keep your personal data?

We keep data only as long as it is needed.

- Members of the community will be contacted every 2 years, to refresh consent to hold personal data.
- The entire contacts list will be reviewed every 2 years, and redundant data will be deleted.

8. 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 FCC holds about you;
- The right to request that the FCC 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 the FCC to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;



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- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will inform our contacts, and update this 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary at FinderneCC@Gmail.com.

If not satisfied, you can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.