

# Fishbourne Parish Council Privacy Notice

## **Our contact details**

Name: Fishbourne Parish Council

Address: The Fishbourne Centre, Blackboy Lane, Fishbourne, Chichester, PO18 8BE

Phone Number: 01243 788563

E-mail: [parishclerk@fishbourne-pc.gov.uk](mailto:parishclerk@fishbourne-pc.gov.uk)

Website: [www.fishbourne-pc.gov.uk](http://www.fishbourne-pc.gov.uk)

This privacy notice is to aid transparency between Fishbourne Parish Council and those who interact with us with regard as to how we use your data and what your rights are regarding that data.

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example name and contact details).
- IP addresses of visitors to our website
- Email addresses of those individuals who interact with us or sign up to our newsletter.
- Employee details
- We collect special category data as part of our employment records

## **How we get your personal information and why we collect it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of council services
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract for example because you wish to advertise in the Village Voice
- Because you wish us to make representations on your behalf.

We use the information that you have given us in order to provide the service that you have requested.

We may share this information with our employees and/or professional advisors, third party service providers who provide services to us.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the parish clerk by emailing [parishclerk@fishbourne-pc.gov.uk](mailto:parishclerk@fishbourne-pc.gov.uk), telephoning 01243 78856 or writing to Fishbourne Parish Council, The Fishbourne Centre, Blackboy Lane, Fishbourne, Chichester, PO18 8BE**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

## **How we store your personal information**

Your information is securely stored in Microsoft Office 365 cloud storage system, the servers are located within the EEA.

We keep financial records and employee records for 6 years.

We will keep emails and correspondence that you send us and we send you for 2 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by deleting electronic data and secure disposal of paper records.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by contacting the Parish Clerk at [parishclerk@fishbourne-pc.gov.uk](mailto:parishclerk@fishbourne-pc.gov.uk), telephoning 01243 78856 or writing to Fishbourne Parish Council, The Fishbourne Centre, Blackboy Lane, Fishbourne, Chichester, PO18 8BE if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the Parish Clerk at [parishclerk@fishbourne-pc.gov.uk](mailto:parishclerk@fishbourne-pc.gov.uk), telephoning 01243 78856 or writing to Fishbourne Parish Council, The Fishbourne Centre, Blackboy Lane, Fishbourne, Chichester, PO18 8BE.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>