Berkswell Parish Council

Information, IT and Equipment Policy

1. Introduction

a. In order for Berkswell Parish Council to carry out its business efficiently it is required to disseminate information between the:

- Council and the Parishioners
- Berkswell Parish Council staff and Councillors

b. Berkswell Parish Council is also required to store data that it receives from outside bodies including:

- Letters and communication from and to:
  - Residents
  - Warwickshire Association of Local Councils (WALC)
  - Solihull Metropolitan Borough Council (SMBC)
  - Other external individuals and organisations
- Tender documents
- Invoices
- Reports
- Other documentation

c. In order to work efficiently and comply with the Freedom of Information Act (2000), Berkswell Parish Council has to be able to search the Council data quickly and easily. It must, therefore, be able to store its data electronically.

d. The General Data Protection Regulation ("GDPR") took effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation.

2. Objective

The objective of this policy is to:

- Identify the best method(s) by which Residents, Councillors and Council employees shall receive and disseminate information
- Identify:
  - The data that Berkswell Parish Council is required to store
  - The data and Information that Berkswell Parish Council is required to disseminate
  - Who should receive it
  - When the information should be disseminated
  - The methods of receiving, storing and disseminating the data and information in line with GDPR requirements
  - The Information Technology (IT), i.e. the hardware and software including the computer hardware, printers, software, and Internet access required to carry out these processes. (For a more detailed description see Appendix B)
  - Any security required to ensure that the data is secure
- Set out guidelines for Council Staff and Council members to adhere to when using the abovementioned IT equipment provided.

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3. The Policy

a. In order for Berkswell Parish Council to carry out its business efficiently it is required to store data and disseminate information to the various interested parties by the range of means shown in Appendix A. In response to the GDPR legislation the Parish Council have devised Privacy Notices and a Website Privacy and cookie policy (see Appendix D).

b. In order to carry out this policy, the Clerk to the Parish Council will require the hardware, software and other items set out in Appendix B. The IT provision for other employees and Councillors will be defined separately**.** The Council will ensure that the budget is set accordingly

c. In order to ensure that Council employees and Councillors use the IT facilities of Berkswell Parish Council appropriately, guidelines are set out in Appendix C.

d. All users of the Berkswell Parish Council IT facilities (including employees and Councillors using Council's e-mail) must receive a copy of the IT Use Guidelines and sign to say that they have read and understood them

e. Councillors have been advised that they must set up email accounts for sole use on Council business

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Appendix A

Data and Information

Information: Who needs to see? How is the information disseminated?

	Stored/ Archived	*Councillors*	*Residents*	*SMBC Councillors*	*SMBC Officers*	*Website*	*Noticeboards*
Meeting Agendas and papers	x	x	x	x		x	x
Minutes of Full Council Meetings	x	x				x	
Minutes of Committee Meetings	x	x				x	
Council Policies	x	x				x	
Standing Orders	x	x				x	
Council membership	x	x				x	
Committee membership	x	x				x	
Inward Correspondence	x	x					
Accounts	x	x				x	
Outward Correspondence	x						
Planning Applications	x	x					
Footpath details	x						
Village Information	x					x	
Communication with SMBC*	x	x		x	x		

***As appropriate SMBC Councillors and Officers may be copied in on relevant correspondence**

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Appendix B

Information Technology (IT) to be provided by Berkswell Parish Council for the use of the Clerk

The following equipment, software and resources will be provided for the Clerk's use on Parish Council business:

Hardware

Computer

Printer/Scanner

External device: External hard drive for physical backups. Back up to be undertaken every working day.

Software and connectivity

Internet Service Provision – provided by the Clerk at his own expense

Virus protection (Norton Internet Security is currently installed)

Suitable MS Office software package (Microsoft Office 365 is currently installed)

Suitable Accounting Software – Scribe Accounts

PDF conversion software – enable PDF documents to be converted to MS Word

External Storage for backup: Google Drive is currently used for automatic back-up and physical hard drive

Miscellaneous

Ink for printer

Paper and other necessary stationary

IT Training as required

Maintenance/repair as required

Website

To be supported externally by James Lungey james@parishcouncilwebsites.co.uk and maintained by the Clerk

Berkswell Parish Council

Information, IT and Equipment Policy

Appendix C

Guidelines for Berkswell Parish Councillors and Staff when using the Council IT facilities

PURPOSE

Berkswell Parish Council will provide Information Technology facilities to employees and Councillors (where they request such facilities) for the purpose of conducting Parish business. **No such provision is currently being made.**

It is the intent of this document to establish guidelines for the Councillors and employees when using the computing facilities owned by Berkswell Parish Council.

This policy covers the following:

- General IT usage
- Software Licensing Policy
- Usage
- Internet usage
- Security

1. THE SCOPE

a. This policy applies to all employees of Berkswell Parish Council and to all Councillors using the information technology facilities provided by Berkswell Parish Council. Currently there is no provision made for councillors as they make their own arrangements. The majority of Councillors have responded to GDPR by setting up specific email accounts for Parish Council business only.

b. For the purposes of this document the computing facilities, collectively called "Information Technology (IT)" include all:

- Computer-related equipment, including desktop personal computers (PCs), portable PCs (laptops), printers
- Software including purchased or licensed business software applications, Berkswell Parish Council written applications, employee or vendor/supplier written applications, computer operating systems, and any other equipment residing on Berkswell Parish Council owned equipment
- Electronic communications equipment including telephones, voice mail, e-mail.
- Internet and website access
- Intellectual property regarding software design e.g. database, website
- Personal data
- Any other data stored on Berkswell Parish Council equipment

2. THE POLICY

a. General IT usage

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- Berkswell Parish Council IT facilities are provided for the purpose of conducting Parish business and to facilitate the creation, storage and communication of Parish Council documents and data
- All documents and data are to be stored in an orderly way, organised by subject and date, with appropriate titling/keywords/tags to facilitate future retrieval
- Users of the IT facilities are required to ensure that appropriate regular maintenance of equipment is undertake to ensure its effectiveness in use, and to report any defects to the Council for immediate remedy
- Users of the IT facilities are required to comply with this policy and accept that they will not indulge in any dangerous, illegal or an activity likely to bring the Council into disrepute
- Berkswell Parish Council reserves the right to amend this policy at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with changes in IT related legislation or laws
- The Parish Council reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or alter any data, file or system resource which may undermine the authorised use of any computing facility or which is used in violation of Parish Council rules or policies
- The Parish Council reserves the right to change authorisations and passwords to protect its computing facilities
- No personal data or files are to be stored on Council IT facilities unless suitably encrypted
- All IT rights are suspended when employment is terminated for any reason

b. Software Licensing Policy

- All software used by Berkswell Parish Council must be licensed and details kept in an Asset Register
- Users shall only install software of a type and quality approved by the Council, and must observe the conditions of any licence implied by downloading and using the software

c. E-mail usage

- Berkswell Parish Council e-mail facilities are provided for the purpose of conducting Parish business and to facilitate communication and the movement of documents
- Berkswell Parish Council does permit a limited amount of personal use of these facilities but does not allow the sending of material that may be considered to be offensive and/or obscene or which may be regarded as sexual harassment

D. **Security**

- All Berkswell Parish Council IT equipment must be kept in a secure place at all times
- All authorised users must use passwords to protect any Berkswell Parish Council data on their equipment
- Passwords must be secure and (if recorded) kept concealed and disguised
- The Virus checker must be in constant use and updated on a regular basis
- All software, user data, and settings on employee's computers must be backed up in a way that facilitates restoration with minimum loss and inconvenience

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Appendix D1

BERKSWELL PARISH COUNCIL - GENERAL 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 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 Privacy Notice is provided to you by Berkswell Parish Council which is the data controller for your data.

Other data controllers the council works with:

- **local authorities**
- **Community groups**
- **Charities**
- **Other not for profit entities**
- **Contractors**

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.

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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 of the following personal data where necessary to perform its tasks:

- **Names, titles, and aliases, photographs;**
- **Contact details such as telephone numbers, addresses, and email addresses;**
- **Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;**
- **Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;**
- **The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.**

How we use sensitive personal data

- **We may process sensitive personal data including, as appropriate:**
  - **information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;**
  - **your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;**
  - **in order to comply with legal requirements and obligations to third parties.**
- **These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.**
- **We may process special categories of personal data in the following circumstances:**
  - **In limited circumstances, with your explicit written consent.**
  - **Where we need to carry out our legal obligations.**
  - **Where it is needed in the public interest.**

- **Less commonly, we may process this type of 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.**

Do we need your consent to process your sensitive personal data?

- **In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.**

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 deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;**
- **To confirm your identity to provide some services;**
- **To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);**
- **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;**

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- **To enable us to meet all legal and statutory obligations and powers including any delegated functions;**
- **To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;**
- **To promote the interests of the council;**
- **To maintain our own accounts and records;**
- **To seek your views, opinions or comments;**
- **To notify you of changes to our facilities, services, events and staff, councillors and other role holders;**
- **To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;**
- **To process relevant financial transactions including grants and payments for goods and services supplied to the council**
- **To allow the statistical analysis of data so we can plan the provision of services.**

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

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 take into account your interests and rights. This 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 into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

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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 for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of 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;**
- **On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.**

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 of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as 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, in order 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.

1) ***The right to access personal data we hold on you***

- **At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. 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.**

2) ***The right to correct and update the personal data we hold on you***

- **If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.**

3) ***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 why it cannot be deleted (for example because we need it for to comply with a legal obligation).**

4) ***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.**

5) ***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.**

6) ***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).**

7) ***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/email/ 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.

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Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our website. This Notice was last updated in May 2018.

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, Berkswell Parish Council

Email: clerk@berkswellparishcouncil.org.uk

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Appendix D2

BERKSWELL PARISH COUNCIL - PRIVACY NOTICE

For staff*, councillors and Role Holders**

***"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis**

****Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.**

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, photograph, video, email address, or address). Identification can be 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 Privacy Notice is provided to you by Berkswell Parish Council which is the data controller for your data.

The council works together with:

- **Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA**
- **Staff pension providers**
- **Former and prospective employers**
- **DBS services suppliers**
- **Payroll services providers**

- **Recruitment Agencies**
- **Credit reference agencies**

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

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.**

What data do we process?

- **Names, titles, and aliases, photographs.**
- **Start date / leaving date**
- **Contact details such as telephone numbers, addresses, and email addresses.**
- **Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.**
- **Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.**

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- **Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.**
- **Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.**
- **Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.**
- **Next of kin and emergency contact information**
- **Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))**
- **Location of employment or workplace.**
- **Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.**
- **CCTV footage and other information obtained through electronic means such as swipecard records.**
- **Information about your use of our information and communications systems.**

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

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- **Making a decision about your recruitment or appointment.**
- **Determining the terms on which you work for us.**
- **Checking you are legally entitled to work in the UK.**
- **Paying you and, if you are an employee, deducting tax and National Insurance contributions.**
- **Providing any contractual benefits to you**
- **Liaising with your pension provider.**
- **Administering the contract we have entered into with you.**

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- **Management and planning, including accounting and auditing.**
- **Conducting performance reviews, managing performance and determining performance requirements.**
- **Making decisions about salary reviews and compensation.**
- **Assessing qualifications for a particular job or task, including decisions about promotions.**
- **Conducting grievance or disciplinary proceedings.**
- **Making decisions about your continued employment or engagement.**
- **Making arrangements for the termination of our working relationship.**
- **Education, training and development requirements.**
- **Dealing with legal disputes involving you, including accidents at work.**
- **Ascertaining your fitness to work.**
- **Managing sickness absence.**
- **Complying with health and safety obligations.**
- **To prevent fraud.**
- **To monitor your use of our information and communication systems to ensure compliance with our IT policies.**
- **To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.**
- **To conduct data analytics studies to review and better understand employee retention and attrition rates.**
- **Equal opportunities monitoring.**
- **To undertake activity consistent with our statutory functions and powers including any delegated functions.**
- **To maintain our own accounts and records;**
- **To seek your views or comments;**
- **To process a job application;**
- **To administer councillors' interests**

- **To provide a reference.**

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **Where we need to perform the contract we have entered into with you.**
- **Where we need to comply with a legal obligation.**

We may also use your personal data in the following situations, which are likely to be rare:

- **Where we need to protect your interests (or someone else's interests).**
- **Where it is needed in the public interest [or for official purposes].**

How we use sensitive personal data

- **We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:**
  - **information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;**
  - **your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;**
  - **in order to comply with legal requirements and obligations to third parties.**
- **These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.**
- **We may process special categories of personal data in the following circumstances:**
  - **In limited circumstances, with your explicit written consent.**
  - **Where we need to carry out our legal obligations.**
  - **Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.**

- **Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.**

- **Less commonly, we may process this type of 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.**

Do we need your consent to process your sensitive personal data?

- **We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.**

- **In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.**

- **You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.**

Information about criminal convictions

- **We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.**

- **Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary 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.**

- **We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.**

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

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Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- **Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;**
- **Other persons or organisations operating within local community.**
- **Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA**
- **Staff pension providers**
- **Former and prospective employers**
- **DBS services suppliers**
- **Payroll services providers**
- **Recruitment Agencies**
- **Credit reference agencies**
- **Professional advisors**
- **Trade unions or employee representatives**

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 of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as 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 responsibilities

Berkswell Parish Council

Information, IT and Equipment Policy

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order 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.

1. ***The right to access personal data we hold on you***

- **At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. 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.**

2. ***The right to correct and update the personal data we hold on you***

- **If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.**

3. ***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 why it cannot be deleted (for example because we need it for to comply with a legal obligation).**

4. ***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.**

5. ***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.**

6. ***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).**

7. ***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/email/ 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.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our website. This Notice was last updated in February 2018.

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. Berkswell Parish Council

Email: clerk@berkswellparishcouncil.org.uk

Berkswell Parish Council

Information, IT and Equipment Policy

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.

Appendix D3

Berkswell Parish Council

Website Cookie & Privacy Policy

This website is the property of Berkswell Parish Council. We take the privacy of all visitors to this Website very seriously and therefore set out in this privacy policy our position regarding certain privacy matters.

This privacy policy covers all data that is shared by a visitor with us whether directly via www.walc.org.uk directly or via email.

Our Privacy Policy provides an explanation as to what happens to any personal data that you share with us, or that we collect from you either directly via this Website or via email.

Information We Collect

In operating our website we may collect and process the following data about you:

- Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblog statistics and other communication data.
- Information that you provide by filling in forms on our website.
- Information provided to us when you communicate with us for any reason.

Use of Cookies

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website to our advertisers.

Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever. It is used by use to analyse how visitors to www.walc.org.uk interact with the Website so that we can continue to develop this website and make it a better experience for our visitors.

We may gather information about your general internet use by using a cookie file that is downloaded to your computer. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our

website. External links may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on external links on our website.

Opt-out

In order to provide website visitors with more choice on how data is collected by Google Analytics, Google has developed the Google Analytics Opt-out Browser Add-on. The add-on communicates with the Google Analytics JavaScript (ga.js) to stop data being sent to Google Analytics. The Google Analytics Opt-out Browser Add-on does not affect usage of the website in any other way. A link to further information on the Google Analytics Opt-out Browser Add-on is provided below for your convenience.
http://tools.google.com/dlpage/gaoptout?hl=None

For more information on the usage of cookies by Google Analytics please see the Google website. A link to the privacy advice for this product is provided below for your convenience.
http://www.google.com/analytics/learn/privacy.html

Disabling Cookies

If you would like to restrict the use of cookies you can control this in your Internet browser. Links to advice on how to do this for the most popular Internet browsers are provided below for convenience and will be available for the Internet browser of your choice either online or via the software help (normally available via key F1).

- Internet Explorer
  http://windows.microsoft.com/en-GB/windows7/Block-enable-or-allow-cookies
- Google Chrome
  https://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647&p=cpn_cookies
- Mozilla Firefox
  http://support.mozilla.org/en-US/kb/Blocking%20cookies
- Apple Safari
  http://docs.info.apple.com/article.html?artnum=32467

Core Principles

- Cookies are there: The cookies used are analytical cookies.
- What cookies are doing: The cookies are being used for analytical purposes.
- Implied users consent to store a cookie on their device: Implied consent can be obtained by linking directly to this website.

Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to monitor usage of our website. In addition, we may use the information for the following purposes:

- To provide you with information requested from us.
- To meet our legal responsibilities.
- Please be advised that we do not reveal information about identifiable individuals to anyone but we may, on occasion, provide aggregate statistical information about our visitors.

Storing Your Personal Data

- We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.
- Data that is provided to us is stored on our secure hard drive. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.
- The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

Disclosing Your Information

- Where applicable, we may disclose your personal information to any member of our Council.
- We may also disclose your personal information to third parties:
- Where we are legally required to disclose your information.

Third Party Links

You might find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Access to Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details below.

Contacting Us

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us by writing to:
Berkswell Parish Council, PO Box 6379, Coventry, CV6 9LP.