

KENNINGTON COMMUNITY COUNCIL

GENERAL PRIVACY NOTICE

This Policy was adopted by Kennington Community Council at its Meeting held on [date].

1 How Kennington Community Council Uses Your Personal Data

This Privacy Notice explains how Kennington Community Council (as a Data Controller) collects, uses and protects your personal data.

It is applicable to all members of the public who interact with the Council.

2 Who we are

- 2.1. We are Kennington Community Council (the "Council") and are a local authority which provides services to residents and businesses in Kennington, Ashford, Kent.
- 2.2. The Council is the Data Controller for the personal data it holds as set out in this policy. The Council's Clerk who is responsible for data protection can be contacted at: The Clerk to the Council, Kennington Community Council, PO Box 606, ASHFORD TN23 9YF.

3 Your Personal Data – What it is

- 3.1. Personal data relates to a living individual who can be identified from that data. Identification can be by the data alone or in conjunction with any other information in or likely to come into the data controller's possession.
- 3.2. Some personal data is classed within "special categories of personal data" because it is considered to be more sensitive and therefore requires more protection. This includes information that identifies racial/ethnic origin, political opinions, religious/philosophical beliefs, sexual orientation and information regarding physical and mental health.
- 3.3. The processing of personal data is governed, in the UK, by the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018.

4 Why We Collect and Use Your Personal Data

- 4.1. We process personal data to enable us to provide a range of services to local people and businesses. As such we may require your personal data to:
 - a. deliver public services
 - b. contact you by post, email, telephone or social media
 - c. understand your needs to provide the services that you request
 - d. understand what we can do for you and inform you of other relevant services and benefits
 - e. obtain your opinion about our services
 - f. process financial transactions
 - g. prevent and detect fraud and corruption in the use of public funds
 - h. allow us to undertake statutory functions efficiently and effectively
 - i. make sure we meet our statutory obligations including those related to diversity and equalities

5 Our lawful basis for using your data

- 5.1. The law on data protection sets out a number of different reasons for which personal data may be collected and processed. Generally, the legal basis for processing by us will be one of the following:

- a. Public task: 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 Council
- b. Legal obligation: processing is necessary for compliance with the Council's legal obligation
- c. Contract: processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract
- d. Consent: where you have given consent to the processing of your personal data for one or more specific purposes. For example, this is the basis likely to be used if you have signed up to receive any newsletters

6 We may also on occasion process your personal data in the following circumstances:

- 6.1. Legitimate interests: where processing is necessary for the purposes of the legitimate interests pursued by us or by a third party. This legal basis is not open to us when performing our statutory tasks, however where we are operating on a commercial basis then this legal basis may be utilised

7 How we protect your data

- 7.1. The data you provide is protected by rigorous measures and procedures to make sure it cannot be seen, or accessed by, or disclosed to anyone who shouldn't be allowed to see it.
- 7.2. We provide training to staff who handle personal data and treat it as a disciplinary matter if they misuse or do not look after your personal data properly.
- 7.3. We conduct data protection impact assessments when making changes to processes or systems that hold your personal data.
- 7.4. We have a range of commercially available measures in place to protect the electronic security of your data. Data is held on secure cloud-based services such as the Microsoft 365 suite, or secure web-based services. Mobile devices are provided with disk encryption and anti-virus protection.
- 7.5. We will investigate where we have found that your personal data may have or has been disclosed inappropriately (data breach) and attempt to recover any data lost. If any breach is likely to result in a risk to your rights or freedoms we will inform the ICO within 72hrs and should such breach result in a high risk to these freedoms we will contact you without undue delay.

8 Collecting and sharing your personal data

- 8.1. Personal data provided by you for the purposes stated in this Notice may be collected through a number of channels which may include: occasions on which you contact the Council by any means; our websites and social media; through our meetings in public (including meetings held virtually); through other events that we may provide or attend.
- 8.2. We will never disclose any personal data without the consent of the owner unless required to do so by law.

9 How long we keep your personal data for

- 9.1. We will only retain your personal information for as long as necessary to fulfil the purposes for which we have collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements, and in accordance with our data retention policy.

10 Your rights

- 10.1. Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data that the Council holds:
- a. The right to request a copy of your personal data.
 - b. The right to request that personal data is corrected if found to be inaccurate or out of date.
 - c. The right to request that your personal data is erased.
 - d. The right to withdraw your consent to the processing of your data at any time.
 - e. The right to request that the data controller provides the subject with his/her personal data and where possible transmit that data directly to another data controller (known as the right to data portability)
- 10.2. The right where there is a dispute in relation to the accuracy or processing of your personal data to request a restriction is placed on further processing.
- 10.3. The right to lodge a complaint with the Information Commissioner's Office.
- 10.4. You can find out if we hold any personal information by making a Data Subject Access Request under the Data Protection Act. If we hold any information about you, we will
- a. Give you a description of it
 - b. Tell you why we are holding it
 - c. Tell you who it could be disclosed to and
 - d. Let you have a copy of the information in an intelligible form
- 10.5. Please make any such requests in writing to the Clerk to the Council. We will normally respond in 20 days.
- 10.6. We set ourselves high standards when it comes to protecting your personal data. For this reason, we take any complaints we receive from you about our use of your personal data very seriously and request that you bring any issues to our attention.
- 10.7. Where you are communicating with us for the purpose of making a complaint, we will only use your personal data to handle, investigate and respond to the complaint and to check on the level of service we provide.
- 10.8. If having exhausted the complaint process you are not content that your request or review has been dealt with correctly, you can appeal to the ICO to investigate the matter further by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

11 Cookies

- 11.1. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. Read detailed information on the cookies we use and the purposes for which we use them.
- 11.2. We also use analytics so that we can find out how many people visit various parts of the website. This information helps us to find out how effectively our website is working and how to improve it. We do not identify anyone, and we do not allow analytics to identify anyone visiting our website.

12 How to contact us

You can contact us by:

Post: Kennington Community Council, PO Box 606, ASHFORD TN23 9YF

Email: clerk@kenningtoncc.gov.uk.

We keep this privacy notice under regular review and we will place any updated versions on this page. This will help ensure that you are always aware of what data we collect and how we use it.

13 Revision History

Version	Date	Comments
Draft v0.1	26 Jul 2020	Initial draft
Draft v0.3	27 Nov 2020	Restructured for improved Accessibility
Draft v0.3	13 Jan 2021	Adopted