RYHALL PARISH COUNCIL

Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

Email

clerk@ryhallparishcouncil.gov.uk

What information we collect, use, and why

We collect or use the following personal information for **Council Services**:

Purpose of processing	Categories of individuals	Categories of personal data
Payroll	Employees	Identity, Contact info, bank details, pension and tax
Accounts	recipient/Contractors	Identity, address, email, bank details
Grant Applications & Requests	recipient/Contractors	Identity, address, email, bank details
bank mandate	bank/councilor/council	Identity, address, email, bank details
audit	recipient/Council	Identity, address, email, bank details
Personnel file	Employees	Pay details/ Annual leave/ Sick leave/performance
Recruitment	Successful candidates	Contract details/Qualifications/employment history/Ethnicity/Disability/Contact detail
Recruitment	Unsuccessful candidates	Qualifications/employment history/Ethnicity/Disability/Contact detail
Management/Public Record	resident/councilor/employee/ contractor/recipient	Identities, addresses, email, phone, bank details qualifications
Unrequested correspondence	Resident/Council/clerk/sender/ recipient	Identities, addresses, email, phone
Legal requirement	Burial Administrator/Clerk/council	Identity, address
Legal requirement/Consultation	Residents/council	Contact details
Public record	Resident/Cllr/Employee/Contractor/County Council/ emergency services/police	Residents/councilors/employee/contractors

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- **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. Read more about the right to data portability.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information for **Council Services** are:

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Purpose of processing	Article 6 lawful basis for processing personal data	Article 9 condition for processing special category data
Payroll	Article 6(1)(c) - legal obligation	N/A
Accounts	Contract / legal obligation / public interest	N/A
Grant Applications & Requests	Public interest	N/A
bank mandate	Contract / legal obligation / public interest	N/A
audit	Legal Obligation	N/A
Personnel file	Article 6(1)(b) - contract	Employment, social security and social protection
Recruitment	Article 6(1)(b) - contract	employment

Management	Public interest / legal obligation / contract	N/A
Public record / management	Management	N/A
Councillor	Legal Obligation	special Category data
Unrequested correspondence	Legal obligation / public interest	N/A
Consultation	Public interest	N/A
Public record	Consent	N/A
Contracts	Contract / legal obligation / public interest	N/A

Where we get personal information from

- Directly from you

Purpose of processing	The source of the personal data (if applicable)
Payroll	Data subject
Accounts	Controller
Grant Applications & Requests	Controller
bank mandate	Controller
audit	Controller
Personnel file	Data subject
Recruitment	Data subject
Management	Data subject/controller
Public record/Management	Data subject
Councilor	Data subject
Unrequested correspondence	Data subject
Legal requirement	Data subject
Consultation	Controller
Public record	Data subject
Contracts	Data subject

How long we keep information

Purpose of processing	Retention schedule (if possible)
Payroll	12 years
Accounts	6 years
Grant Applications & Requests	3 years
bank mandate	6 years
audit	indefinate
Personnel file	6 years post-employment
Recruitment	6 years post-employment
Management	As long as necessary
Whattapp messages	7 days auto deletion
Audio recording of meetings	Until the minutes have been accepted
Management	As long as necessary
Correspondence Management	While valid
Councillor	Term of Office

Unrequested correspondence	Until actioned
Legal requirement	Indefinitely
Consultation	Until completed
Public record	As long as necessary
Contracts	6 years

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above and the Data Retention Policy.

Who we share information with

Data processors

Website – Core Creative Ltd
This data processor does the following activities for us: web hosting services from Zoho Mail Emails Zoho Mail

Others we share personal information with:

Purpose of processing	Identity and contact details of joint controller (if applicable)	Link to contract with processor Our data processors
Payroll/audit	Maxwealth Ltd/HMRC	Maxwealth Ltd
bank mandate	Unity Trust Bank	N/A
Management	parish council/Clear Council Insurance	N/A
Management	NHP Steering Group	N/A
Management	Village News Editor	N/A
Councillor	Rutland County Council	Rutland County Council
Legal requirement	Local Authority	N/A
Consultation	Rutland County Council /Parish Online	N/A

How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us:
Email: clerk@ryhallparishcouncil.gov.uk

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.
The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
Website: https://www.ico.org.uk/make-a-complaint