



HELSEBY PARISH COUNCIL

PRIVACY NOTICE

Version 1 as adopted by Full Council on: 9th December 2024
Revision by the Policy and Procedures Committee due: November 25

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

Our Contact Details

Post: Parish Office, Helsby Community Sports Club, Callender Way, Helsby,
Cheshire, WA6 0FX
Telephone: 01928 726433
E-mail: clerk@helsbyparishcouncil.gov.uk

What Information We Collect, Use, And Why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Health and safety information
- Account information
- Photographs or video recordings
- Call recordings
- Records of meetings and decisions
- Information relating to compliments or complaints

We collect or use the following information for **the operation of customer accounts and guarantees**:

- Names and contact details

- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Account information, including registration details

We collect or use the following information for **research or archiving purposes**:

- Names and contact details
- Addresses
- Location data
- Recorded images, such as photos or videos
- Call recordings
- Records of consent, where appropriate

We collect or use the following information to **comply with legal requirements**:

- Financial transaction information

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

Lawful Bases

Our lawful bases for collecting or using personal information are as follows:

- **To provide services and goods** - Consent, Contract, Legal Obligation and Public Task;

- **For the operation of customer accounts and guarantees** - Consent, Contract, Legal Obligation and Public Task;
- **For research or archiving purposes** - Consent, Contract, Legal Obligation and Public Task;
- **For research or archiving purposes** - Consent, Contract, Legal Obligation and Public Task;
- **For legal requirements** - Consent, Contract, Legal Obligation and Public Task;
- **For recruitment purposes** - Consent, Contract, Legal Obligation and Public Task.

Where We Get Personal Information From

- People directly
- CCTV footage, or other recorded images
- Councils and other public sector organisations
- Publicly available sources

How Long We Keep Information

For information on how long we keep personal information, see our retention and disposal policy at:

<https://www.helsbyparishcouncil.gov.uk/the-council/policies-procedures/>

Who We Share Information With

Data processors

- **DM Payroll Services**
This data processor does the following activities for us: They process our payroll information
- **Cloudy IT**
This data processor does the following activities for us: They support our IT systems
- **JDH Business Services**
This data processor does the following activities for us: They carry out our internal audits

- **Aubergine 262**

This data processor does the following activities for us: They support our website

Other organisations

- Professional or legal advisors
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we're legally obliged to share personal information with

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 data.
- **Your right to rectification** - You have the right to ask us to rectify personal data 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 data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

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

How To Complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

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>

Last Updated

Date: 25th November 2024