



Stratfield Mortimer Parish Council

Data Protection Privacy Notice

1 Introduction

- 1.1 The Data Controller for Stratfield Mortimer Parish Council is the Council itself.
- 1.2 The Council is committed to protecting the personal data it holds in line with the provisions of the General Data Protection Regulations, and holds personal data securely, and for the minimum period necessary.

2 Data Held/Potentially Held

- 2.1 The Council holds details of Councillors, updated following elections or other changes, used for advising Councillors of meetings and other administrative business, paying expenses, and passing on correspondence from residents and enquirers
- 2.2 Some information about Councillors is available on the Council's website.
- 2.3 There is a statutory requirement to publicise a Register of Interests, and hold a Register of Gifts for Councillors - this information is collected from Councillors and kept updated, and accessible via the website.
- 2.4 The Council holds employment details, including salary and pension information for all its current employees, and for past employees as required. This information is held and retained under statutory provisions and in accordance with statutory timescales.
- 2.5 The Council may at times hold contact details for organisations or individuals working with, providing services for, or contracted to, the Council; hiring assets from the Council; or attending Council events. This information will be held solely for the purpose in question, although certain contact details may need to be retained for financial accounting or contractual purposes in accordance with statutory timescales (normally six years from the relevant year of audit).
- 2.6 The Council may retain correspondence with speakers, donors, residents, enquirers and other individuals who contact or are contacted by the Council in connection with the Council's statutory role. Such correspondence will only be retained for the working life of the information and, in general, not beyond a year. Correspondents should be aware that correspondence may be shared, where appropriate, with Councillors, or advisory parties such as the Berkshire Association of Local Councils and its consultants, or staff within West Berkshire Council.
- 2.7 The Council holds contact details for individuals with regards to the Council's cemetery and burial records. This information will be retained for at least the duration of the 50-year period of the Exclusive Right of Burial and sometimes longer, depending on the circumstances of/demands on the Cemetery.
- 2.8 The Council may process data in the form of photographs.

- 2.9 The Council may hold data in relation to Community Speedwatch. The data will be held for processing purposes only and deleted as soon as uploaded to the Community Speedwatch portal.
- 2.10 The Council uses CCTV which is obtained remotely. Records are retained for 30 days. CCTV is used to monitor property and open spaces to maintain security and deter or detect criminal activity (theft, vandalism etc). A formal notice is displayed at sites where CCTV is in use, detailing contact details of the Data Controller and the purposes for which the information is recorded and retained. CCTV images may be accessed by an authorised person within the Council, and may be passed to the police or other authorised third parties on request for the purposes of investigating crime or as evidence in legal proceedings.
- 2.11 Where minutes and reports, or other similar documents contain personal information, such information is retained for archival purposes as part of the formal records of the Council. The minimal amount of information required is recorded in such cases.
- 2.12 A separate Privacy Notice regarding the personal data obtained when individuals access the Parish Council's website can be found at <https://www.stratfield-mortimer.gov.uk/website/privacy>.

3 Rights of Individuals

- 3.1 Individuals have the right to ask to see the information the Council holds about them, and may object about how their personal information is used, or ask that such personal information is deleted.
- 3.2 Any enquiries regarding personal data held by the Council should be made to the Clerk by:
- letter: 27 Victoria Road, Mortimer, READING RG7 3SH;
 - email: the.clerk@stratfield-mortimer.gov.uk;
 - phone: 0118 933 1955.