**GDPR Notice for Marwood Parish Council**

This notice sets out how the Parish Council and the Cabinet Office (Electoral Register Data) will use your personal data, and your rights. It is made under Articles 13 and or 14 of the General Data Protection Regulation (GDPR).

**Your data**

Parish Council

We collect the following data for each councillor and for people involved with the community garden: Telephone number, email address and street address.

Electoral Register

We will collect the following personal data: your name, date of birth, address, nationality and National Insurance number.

**Purpose**

Parish Council

To run the Parish Council and the Community Gardens.

Electoral Register

The purpose for which we are processing your personal data is to process your application to register to vote.

**Legal basis of processing**

Parish Council

The legal basis for processing your personal data is because it is necessary for the exercise of a function of the Parish Council. That function is to facilitate contacting members regarding Parish Council and Community Garden business.

Electoral Register

The legal basis for processing your personal data is because processing is necessary for the exercise of a function of a government department. That function is to facilitate online applications to register to vote in order to improve democratic engagement.

**Recipients**

Parish Council

The Parish Council may share the councillors contact details on the Parish Council website. No other personal data will be shared by the Parish Council except for information on the Electoral Register if requested.

Electoral Register

We may share your name, date of birth and National Insurance number with the Department for Work and Pensions (DWP) so they can check your details against their records and make sure you are who you say you are.

We will also share your data with your local Electoral Registration Office.

Your personal data will also be processed by our IT infrastructure, and thus will be shared with our suppliers who are our data processors. This includes if you contact the Register to Vote service with a query or send feedback about the service.

We run the service in line with data protection legislation. This means, for example, that your information won’t be shared with anyone else - unless sharing is allowed or required by law, such as for crime prevention purposes.

**Retention**

Parish Council

We retain information while councillors are active members of the Parish Council and whilst people are involved with the Community Garden - after this the data will be deleted.

Electoral Register

Your data is deleted by this registration service once your application to register to vote is processed by your respective Electoral Registration Officer. We will delete your data 7 days after the ERO processes your application.

The ERO does retain some of your data such as DOB and nationality, in addition to that which is on the electoral register. In Northern Ireland the National Insurance number is also retained by the ERO. Find out more information about your [Local Electoral Registration privacy policy](https://www.gov.uk/get-on-electoral-register).

**The electoral register**

Electoral Register

Everyone’s name and address goes on the full version of the electoral register once their application to register is successful. Your name and address will be publicly available if you register to vote.

The full version of the register is usually used for:

* elections
* preventing and detecting crime
* checking applications for loans or credit

But your name and address will be available to anyone who wishes to look at the register.

You may, when you register to vote, decide to be on the ‘open register’ (also known as the edited register). The ‘open register’ means that your information is publicly available for anyone seeking to verify your identify, or use the data for other purposes, such as direct marketing. Anyone choosing to use the public data will be legally responsible for ensuring that they comply with the law, including informing you of what they intend to do with it. Find out more about [the difference between the ‘open register’ and the electoral register](http://www.legislation.gov.uk/en/uksi/2013/3198/schedule/3/chapter/2/made).

**Origin of data**

Parish Council

Your personal data were provided by you, or on your behalf.

Electoral Register

Your personal data were provided by you, or provided by your local Electoral Registration Officer on your behalf.

**Cookies**

Parish Council

Our website does not use cookies.

Electoral Register

While you are using the Register to Vote digital service, we store a small encrypted file on your computer called a cookie, which stores the personal information you enter while you complete the application. No other person, organisation or website is able to read the contents of this cookie.

We delete the cookie containing your encrypted personal information after 20 minutes, when you close your browser or when you finish your application.

**Your rights**

Electoral Register & Parish Council

You have the right to request:

* information about how your personal data are processed, and to request a copy of that personal data
* any inaccuracies in your personal data are rectified without delay
* that any incomplete personal data are completed, including by means of a supplementary statement
* your personal data are erased if there is no longer a justification for them to be processed
* in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted

You also have the right to object to the processing of:

* your personal data
* your personal data where it is processed for direct marketing purposes

**International transfers**

Electoral Register

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

**Complaints**

Electoral Register & Parish Council

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

**Physical Data Security**

Our computer is password protected and it and our data are kept securely.

**Contact details**

Parish Council

The data controller for is the Parish Council Chairman. Details for her are:

Mrs E Marwood,

Hullerbush,

Marwood, DL12 8SN

01833 637969

marwoodparishcouncil@outlook.com

Electoral Register

The data controller for your personal data is the Cabinet Office. The contact details for the data controller are:

Cabinet Office 70 Whitehall
London
SW1A 2AS

Telephone: 0207 276 1234

Email: publiccorrespondence@cabinetoffice.gov.uk

The contact details for the data controller’s Data Protection Officer (DPO) are:

Stephen Jones DPO
Cabinet Office
70 Whitehall
London
SW1A 2AS

Email: dpo@cabinetoffice.gov.uk