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Molescroft
Parish Council

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3. **Privacy Notice**

What do we use information for?

In delivering services across the Parish and to enable effective fulfilment of duties within the Local Government Act 1972, Molescroft Parish Council collects, uses and stores a variety of information both electronic and hard copy. The use and retention of this information is proportionate to the need to do our job as a responsible public body. We use this information to deliver and/or provide a range of services, for example

- *Provision and management of Allotments within the Parish*
- *Hire and management of the Molescroft Pavilion*
- *Hire and contracting of services (including management of employees)*

What information do we hold and use?

We collect and process the following information:

- *Personal AND business information (such as name, address, contact information)*
- *Characteristics (such as ethnicity, language, equality information)*
- *Financial information/data*
- *CCTV images (in relation to Pavilion safety and security)*

On what grounds do we use the information?

In the course of discharging its duties, Molescroft Parish Council gathers, receives, processes and retains information. This is carried out in accordance with Article 6 of the Data Protection Act 1998, namely

- Contract - necessary to fulfil stated contractual obligations
- Legal Obligation - necessary to ensure Molescroft Parish Council comply with the law
- Public Task - necessary to enable Molescroft Parish Council to perform official functions
- Legitimate interests - necessary in pursuing legitimate interests and those of third parties

How do we collect this information?

Molescroft Parish Council collects information by a variety of methods, namely but not exclusively

- *hard copy forms and correspondence*
- *Email and telephone contacts*
- *Site Visits and inspections*
- *Contracts and tenders*
- *Application forms (employment)*

Who we share your information with?

In fulfilling our duties and obligations as a responsible public body, Molescroft Parish Council may on occasion and with varied frequency share information with a number of third parties, namely

- *Local/Central Government Organisations and/or agencies (for example East Riding of Yorkshire Council, Her Majesty's Revenue & Customs)*
- *Elected Council members/bodies (for example Ward Councillors)*
- *Third party contractors (for example Security Monitoring firms)*

- *Salaried staff (for example for management purposes)*

The lawful basis for information sharing in this way is reflected in the pursuit and discharge of the Councils legitimate interests as defined in Article 6 of the Data Protection Act 1998.

How long do we store it and is it secure?

Molescroft Parish Council has retention schedules in place to ensure that information is only held for as long as it is needed and stored securely. For information on how long your information will be held please see the Councils Information Management Policy.

What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. In most cases, in relation to the information gathered, processed and retained you will have the following rights:

The rights are determined from the legal conditions of processing (described previously)

1. *The right to be informed*
2. *The right of access*
3. *The right to rectification*
4. *The right to erase*
5. *The right to restrict processing*
6. *The right to data portability*
7. *The right to object*
8. *Rights in relation to automated decision making and profiling.*

Where can I find out more?

If you want to know more about how the Molescroft Parish Council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance at clerk@molescroft-pc.gov.uk. Alternatively, you can contact the [Information Commissioner's Office](#).

For full information regarding our policies and practice in relation to information management please see www.molescroft-pc.gov.uk or contact the Clerk to the Council on clerk@molescroft-pc.gov.uk.