



Lancashire Association of Local Councils

Data Protection Privacy Policy

Introduction

Lancashire Association of Local Councils is an association of parish/town councils, and is the data controller for members' personal information

Personal data is information about an individual which allows that individual to be identified.

Other Data Controllers the Association works with

Principal Authorities and other public sector authorities.

Data may be shared in the interests of members. Any questions, exercise of rights or complaint should be directly to the relevant data controller.

The Association will process some or all of the following data as necessary to its functions

Names, titles, aliases, photographs,

Contact details such as telephone numbers, addresses, and e-mail addresses.

Where relevant to functions of the service, data may be recorded of education/work history in connection with the sector.

Data is collected for specified, legitimate purposes of membership and employment and is not provided to other bodies.

Protecting Confidential or Sensitive Information

The Association recognises that at times it must keep and process sensitive and personal information about employees and members.

The association seeks to process data lawfully, transparently and fairly in accordance with the General Data Protection Regulations and the Data Protection Act 1998.

How we use your sensitive personal data:

To deliver public services that you request including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.

To confirm your identity and to provide some services.

To contact you by post, e-mail, telephone or using social media.

To enable us to meet all legal and statutory obligations and powers including any delegated functions.

To promote the interests of the association.

To maintain our own accounts and records.

To seek your views, opinions, or comments.

To notify you of changes to our facilities, services, events and staff, councillors and other role holders.

To send you communications which you have requested and that may be of interest to you. these may include information about campaigns, appeals, other new projects or initiatives.

To process relevant financial transactions including grants and payments for goods and services supplied to the association.

To allow the statistical analysis of data so we can plan the provision of services.

What is the legal basis for processing your personal data

The association is an association of public authorities and has certain powers and obligations. Most of your personal data is processed for compliance with A legal obligation which includes the discharge of the association's statutory functions and powers.

Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the association's services. We will always take into account your interests and rights. This Privacy notice sets out your rights and the association's obligations to you. Sometimes the use of your personal data requires your consent. we will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the association may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only were necessary):

The data controllers listed under the heading 'Other data controllers the association works with'

On occasion, other local authorities or not for profit organisations with which we are carrying out joint ventures e.g. in relation to facilities or events for the communities.

How long do we keep your personal data?

We may keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. e.g. it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our

statutory obligations as an association of public authorities. The association is permitted to retain data in order to defend or pursue claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have this personal data, who has access to the personal data and where we obtained the personal data. Once we have received your request, we will respond within one month. There are no fees or charges for the first request but additional requests for the same data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (e.g. because we need it to comply with a legal obligation)

4. The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, e-mail, or by post.

7. The right to lodge a complaint with the Information Commissioner's Office

You can contact the Information Commissioner's Office on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose not covered by this Privacy Notice, we will provide you with a new notice explaining this new use prior to commencing the processing, and setting out the relevant purposes and processing conditions.

Changes to this notice

We keep this Privacy Notice under regular review. This notice was last updated in November 2020.

Contact details

Please contact us if you have any questions about this Privacy notice or the personal data we hold about you, or to exercise relevant rights, queries or complaints at:

Howick House, Howick Park Ave, Penwortham, Preston, PR1 0LS

E-mail: info@lalc.org.uk