

## PETTAUGH PARISH COUNCIL

### GENERAL PRIVACY NOTICE

#### Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

#### Who are we?

This Privacy Notice is provided to you by Pettaugh Parish Council which is the data controller for your data.

#### Other data controllers the council works with:

- Mid Suffolk & Babergh District Council
- Suffolk County Council
- Suffolk Association of Local Councils
- Parochial Church Council, Pettaugh
- Charities
- Other not for profit entities
- Contractors e.g., website host
- Insurer
- Suffolk Constabulary
- HMRC

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

#### The council may process some or all of the following personal data, in order to perform its tasks, where necessary:

- Names, titles, and aliases, photographs;
- Contact details such as email addresses, telephone numbers, addresses;
- Where they are relevant, to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

#### How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:

information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;

your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;