

Privacy Policy

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 personal ID numbers rather than names but if you use 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 GDPR (General Data Protection Regulation), the Data Protection Act 2018 and the PECR (Privacy and Electronic Communications Regulations) and other legislation relating to personal data and rights such as the Human Rights Act.

Council Information.

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

- Data is collected from all correspondence with the Parish Council including the website www.bearstedparishcouncil.co.uk
- Council address: Madginford Hall, Egremont Road, Bearsted ME15 8LH
- Telephone: 01622 630165
- Email: Clerk@bearstedparishcouncil.gov.uk

Who are the Data Controllers:

Bearsted Parish Council (The Clerk, administration team and Councillors)

Other Data Controllers Bearsted Parish Council work with:

- Maidstone Borough Council
- We got tickets
- Events company

We may need to share your personal data we hold with them so that they can carry out their responsibilities to BPC and its members. If we and the other data controllers listed above are processing your data jointly for the same purposes, then BPC 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 BPC processes and for what purposes is set out in this Privacy Notice.

BPC Will Process Some or All Of The Following Personal Data Where Necessary To Perform Its Tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by BPC, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications and dependants;
- Where you pay for services such as conference bookings, purchasing publications, or we pay you, for example, expense payments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers;
- The personal data we process may include sensitive or other special categories of personal data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation and biometric data.

Website data: Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent) eg:

- Essential login/authentication or navigation
- Functionality – remember settings
- Performance & Analytics – user behaviour
- Advertising/retargeting
- Any third party software served on users
- Other

Nature of any outbound communications with website users:

- Email
- Telephone (voice)
- Telephone (text)

The Council will comply with Data Protection Law. This says that the Personal Data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and organisational measures are in place to protect your personal data from loss, misuse, unauthorised access, modification and disclosure.

We Use Your Personal Data For Some Or All Of The Following Purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and to inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, etc)
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
- To promote the interests of the Council.
- 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 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 Council.
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime. Please refer to our CCTV Data Protection Impact Statement.

What Is The Legal Basis For Processing Your Personal Data?

The Council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council'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 Council's services. We will always take into account your interests and rights. This Privacy Statement sets out your rights and the Council's obligations to you in detail. We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of Council facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing Your Personal Data.



The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Statement provides information about the third parties with whom the Council will share your personal data. These third parties also 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 where necessary).

Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.

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

For our Fireworks event: wegottickets.com [Our privacy policy \(wegottickets.com\)](#)

For Play Scheme event: [The Events Calendar, GDPR & CCPA - Knowledgebase](#)

Parish Council Websites, BPC website: [Privacy Policy - Parish Council Websites](#)

Campaign Monitor, for newsletters: [Policies | Campaign Monitor](#)

Maidstone Borough Council: [Cookies - Maidstone Borough Council](#)

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current 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 a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract 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.

- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have your personal data erased
- The right to object to processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- 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 via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AP.

Transfer of data abroad:

Any personal data transferred to countries or territories outside the UK will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the UK. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas]

Further Processing.

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

BPC Website

www.bearstedparishcouncil.gov.uk

This privacy policy is for this website and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) [pre GDPR enforcement] and the PECR (Privacy and Electronic Communications Regulations). This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhered to. Additionally, it will explain the use of cookies or software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website to help you understand how this website and its third parties (if any) interact with you and your computer / device. Please contact us by email if you have any questions.

Use of Cookies.

This website uses cookies to improve the users experience while visiting the website. As required by legislation, where applicable this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer/device.

What are Cookies?

Cookies are small files saved to a website users computer / device that track, save and store information about the user's interactions and usage of the website. This allows the website to provide the users with a more tailored experience. Users are advised that if



they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

Adverts and Sponsored Links.

This website may contain sponsored links and adverts. These will typically be served through third party organisations, who may have detailed privacy policies relating directly to the adverts they serve. Clicking on any such sponsored links or adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on sponsored external links at their own risk, and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Downloads.

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third party downloads and downloads provided by external third-party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

Contact and Communication with us.

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use. Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you additional information through a mailing list system. This is done in accordance with the regulations named in 'The policy' above.

Email Mailing List and Marketing Messages.

We operate an email mailing newsletter program, used to inform subscribers about events, services and/or news we supply/publish. Users can subscribe to our newsletter through an online automated process where they have given their explicit permission. The newsletter service is provided by Campaign Monitor (www.campaignmonitor.com). Subscriber email details are collected, processed, managed and stored on behalf of us by Campaign Monitor in accordance with the regulations named in 'The policy' above. Subscribers can unsubscribe at any time through an automated online service, or if not available, by other means as detailed in individual messages sent. The type and content of marketing messages subscribers receive is clearly outlined at the point of subscription.

Our newsletter service partner is Campaign Monitor (www.campaignmonito.com), and you can read their privacy policy in at: [Policies | Campaign Monitor](#)



External Website Links and Third Parties.

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. Shortened URL's - URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks like this (example: <http://bit.ly/zyVUBo>). Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding. We cannot guarantee or verify the contents of any externally linked website. Users should therefore note they click on external links at their own risk, and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Changes to this Policy.

We keep this privacy statement under regular review, and we place any updates on our website www.bearstedparishcouncil.gov.uk

Contact us.

Please contact us if you have any questions about this Privacy Statement or the personal data we hold about you or to exercise all relevant rights, queries or complaints. The details can be found at the start of this policy.

This policy will be reviewed annually.