



# Langton Matravers Parish Council

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## Data Processing Statement

### Description of processing

The following is a broad description of the way the Parish Council processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices provided, view the Council's data protection policy (see the Council's website) or contact the Parish Clerk.

### Reasons/purposes for processing information

We process personal information to enable us to:

- deliver the functions and services of a parish council
- support and manage our employees and volunteers
- maintain our own accounts and records
- administer parish property

### Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- personal details
- goods and services
- financial details
- employment details

We may, where processing is necessary for the purpose of carrying out our employment obligations also collect, hold and share sensitive data including:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- offences and alleged offences (including criminal proceedings and outcomes)

## **Who the information is processed about**

We process personal information about our:

- allotment tenants
- purchasers of cemetery plots and monuments
- employees and volunteers
- councillors
- suppliers
- enquirers and complainants

## **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of General Data Protection Requirements (GDPR). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary we share this information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- central and local government
- housing associations
- courts and tribunals
- suppliers
- voluntary and charitable bodies
- press and the media
- financial organisations

## **Transferring information overseas**

Personal information will be held and processed securely and will not be transferred outside the European Economic Area (EEA) except to those countries or international organisations which are deemed suitable by the ICO).

Adopted by Resolution of the Council 14<sup>th</sup> June 2018

Revised and approved by resolution of the Council, 9<sup>th</sup> May 2019