



Peasedown St John Parish Council - Customer Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details:

Post

Beacon Hall, French Close, Peasedown St. John, BATH, BA2 8SN, GB

Telephone

01761433686

Email

clerk@peasedownstjohnparishcouncil.gov.uk

What information we collect, use, and why:

We collect or use the following information to **provide services and goods, including delivery:**

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Health information (including dietary requirements, allergies and health conditions)
- Photographs or video recordings
- Records of meetings and decisions
- Information relating to compliments or complaints
- Information relating to sponsorship

We collect or use the following information for **the operation of customer accounts and guarantees:**

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Account information, including registration details

We collect or use the following information for **recruitment purposes:**

- Contact details (eg name, address, telephone number or personal email address)
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Racial or ethnic origin

We collect or use the following information to **Notification of events:**

- Names and contact details
- Health information (including dietary requirements, allergies and health conditions)
- Photographs or video recordings
- Records of meetings and decisions
- Information relating to compliments or complaints
- Recorded images, such as photos or videos

We collect or use the following information for **Responding to queries and complaints or consultations and improvements:**

- Names and contact details
- Addresses

Lawful bases:

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Public task

Our lawful bases for collecting or using personal information for **the operation of customer accounts and guarantees** are:

- Consent
- Contract
- Public task

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent
- Contract
- Legal obligation

Our lawful bases for collecting or using personal information for **Notification of events** are:

- Consent
- Public task

Our lawful bases for collecting or using personal information for **Responding to queries and complaints or consultations and improvements:**

- Consent
- Public task

Where we get personal information from:

- People directly

How long we keep information:

For information on how long we keep personal information, see our retention schedule at https://www.peasedownstjohnparishcouncil.gov.uk/Policies_and_Strategic_Documents_18230.aspx

Who we share information with (where appropriate and with permission):

- Insurance companies
- Professional or legal advisors
- External auditors or inspectors
- Emergency services
- Publicly on our website, social media or other marketing and information media Previous employers

Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain:

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

21 May 2024