

WEST MOORS PARISH COUNCIL

MINUTES of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 12th JULY 2018** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.35pm.

PRESENT: Cllr J Bartley Cllr M Hawkes Cllr J Lewis
Cllr R Smith Cllr K Wilkes Cllr Mrs P Yeo

OTHERS PRESENT: Mrs J Weedon (Clerk)

APOLOGIES: Cllr P Holden

Prior to the meeting members had a presentation with Vicky Jacomb from the parish councils insurance brokers Came and Company.

18/074 ELECT A COMMITTEE CHAIRMAN FOR THE YEAR 2018/19

Cllr Mrs P Yeo was proposed, seconded and duly elected Chairman of the committee.

18/075 ELECT A COMMITTEE VICE CHAIRMAN FOR THE YEAR 2018/19

Cllr K Wilkes was proposed, seconded and duly elected Vice Chairman of the committee.

18/076 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

18/077 DECLARATIONS OF INTEREST/DISPENSATIONS

None

18/078 TO RECEIVE THE CLERK'S REPORT

- a. Bank Mandate: Former councillor Mrs Holmes has been removed from the bank mandate and the internet banking permissions.
- b. Apprentice Award: An application has been received and approved for Liam Griffin.
- c.

18/079 TO RECEIVE FINANCIAL INFORMATION

- a) Members received the bank reconciliations up to 30th June 2018, as attached on page 2213 of the minutes.
- b) Members received an income report for April, May and June 2018.
- c) Internal Controls, bank statements and petty cash up to the 30th June 2018 were checked and initialled by the chairman.
- d) Members received a VAT report from 01.04.18 to 30.06.18
- e) Members received a budget comparison report up to 30th June 2018 (1st financial quarter), as attached on pages 2214-2217 of the minutes. Its contents were noted. It was suggested that the Clerk be given delegated powers to vire funds between budget headings up to a specified amount. This matter to appear on next F & GP agenda.
- f) Members received information regarding the CCLA Property Fund. It was noted that the estimated value of the fund now stands at £106,508.

18/080 ACCOUNTS FOR PAYMENT

It was

RESOLVED that the accounts for payment be approved as attached on page 2218 of the minutes. Cllr's Hawkes and Yeo to authorise the electronic payments.

Voting: Unanimous

18/081 BANK MANDATE AND ELECTRONIC BANKING MEMBERS

Members reviewed the current members on the banking mandates for the Council. After discussion it was

RESOLVED to amend the council's bank mandates as follows:

CCLA: remove Cllr P Holden and add Cllr M Hawkes.

Lloyds: add Cllr K Wilkes as a full signatory with internet banking access.

Voting: Unanimous

18/082 REVIEW COMMITTEE TERMS OF REFERENCE

This item was deferred until the next meeting

18/083 REVIEW STANDING ORDERS

Members were informed that the Standing Orders had been amended to comply with the Data Protection Act 2018 (Standing Order sections 4(b)(ix) and 27a). They were also informed that NALC are currently working on a new model standing order document. Council will discuss once these are released.

18/084 GDPR POLICIES

Members considered the adoption of various polices in order to ensure the Council is compliant with the General Data Protection Regulations introduced in May 2018.

a) Data Protection Policy

Members reviewed a draft policy and after discussion it was

RECOMMENDED that the Data Protection Policy be adopted as attached on pages 2219 to 2221 of these minutes.

Voting: Unanimous

b) Record Retention Policy

Members reviewed a draft policy and after discussion it was

RECOMMENDED that the Record Retention Policy be adopted as attached on pages 2222 to 2227 of these minutes.

Voting: Unanimous

c) Privacy Notice – General

Members reviewed a draft policy. General concern was raised about what would be in the public interest and who makes decisions relating to public interest. The difference between personal data and sensitive personal data was explained. After discussion it was

RECOMMENDED that the General Privacy Notice be adopted as attached on pages 2228 to 2232 of these minutes.

Voting: Unanimous

d) Privacy Notice – Staff and Councillors

Members reviewed a draft policy and after discussion it was

RECOMMENDED that the Staff and Councillor Privacy Notice be adopted as attached on pages 2233 to 2238 of these minutes.

Voting: Unanimous

The Clerk was thanked for her work in putting the above polices together.

18/085 STAFF MATTERS

Members received:

a) Sickness Report: The contents were noted

b) Overtime Report: The contents were noted

18/086 CORRESPONDENCE

None reported

The Chairman declared the meeting closed at 8.30pm

The next meeting of the Finance and General Purpose Committee is scheduled for 13th September 2018 at 7.30pm

SIGNED DATE
Chairman of Finance and General Purpose Committee

West Moors Parish Council

Bank reconciliation as at 30.06.18

Amount in bank as at 31/05/18	£179,803.18
Income during June	£2,508.82
Expenditure during June	£8,905.16
Amount in bank as at 30/06/18	£173,406.84

Bank Reconciliation as at 30/06/18

Current	£7,840.50
Deposit	£170,126.26
Petty cash	£95.08

	£178,061.84
Less outstanding payments	£5,349.67
Plus unrepresented receipts	£694.67

Total amount held in accounts	£173,406.84

Long Term Investment:

CCLA Property Fund	£106,129.33
(nominal as at 31.03.18)	

Outstanding Loan Amount

Public Works Loan	(£67,861.09)
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Financial Budget Comparison

Comparison between 01/04/2018 and 30/06/2018 (1st Quarter)

	18/19 Approved Budget	Actual Net to date	Balance
INCOME			
Finance And General Purposes Committee			
1000 Precept	£125,275.00	£62,637.50	-£62,637.50
1010 Interest - Deposit Acc	£60.00	£19.17	-£40.83
1025 Dividend - CCLA Property Fund	£3,500.00	£1,128.88	-£2,371.12
1030 General	£0.00	£11.00	£11.00
1035 CIL Receipts	£0.00	£607.50	£607.50
1040 Sales - Dog Waste bags	£300.00	£125.00	-£175.00
1045 Sales - Kitchen Caddy bags	£3,500.00	£960.00	-£2,540.00
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£0.00	£0.00
1080 Youth Club (rent and water)	£100.00	£0.00	-£100.00
1090 Park Way ground rent and insurance charge	£240.00	£194.50	-£45.50
Total Finance And General Purposes	£132,975.00	£65,683.55	-£67,291.45
Environment Committee			
1100 Fryer Field Fees			
/1 Football	£3,000.00	£669.50	-£2,330.50
/3 MUGA	£7,500.00	£757.00	-£6,743.00
/4 Other (including MAD income)	£1,500.00	£1,113.97	-£386.03
Total	£12,000.00	£2,540.47	-£9,459.53
1110 Cemetery Fees			
/1 Memorial	£4,000.00	£1,420.00	-£2,580.00
/2 Interment	£13,000.00	£505.00	-£12,495.00
/3 Purchase Plot	£4,000.00	£805.00	-£3,195.00
Total	£21,000.00	£2,730.00	-£18,270.00
1115 Allotment Rent	£1,740.00	£1,706.25	-£33.75
1120 Insurance Settlements	£0.00	£0.00	£0.00
Total Environment	£34,740.00	£6,976.72	-£27,763.28
Total Income	£167,715.00	£72,660.27	-£95,054.73

EXPENDITURE

Staff and Personnel Committee

2000 Salaries	£41,251.00	£9,920.81	£31,330.19
2010 Employers Pension Contributions	£7,992.00	£2,023.68	£5,968.32
2020 Employers NIC	£2,772.00	£692.25	£2,079.75
Total Staff and Personnel	£52,015.00	£12,636.74	£39,378.26

Finance And General Purposes Committee

2030 Expenses			
/1 Office staff	£300.00	£74.10	£225.90
/3 Councillors Travel	£100.00	£0.00	£100.00

/4	Chairman's Allowance	£50.00	£0.00	£50.00
	Total	£450.00	£74.10	£375.90
2040	Training			
/1	Clerk/Staff	£600.00	£25.00	£575.00
/2	Councillors	£500.00	£265.00	£235.00
	Total	£1,100.00	£290.00	£810.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£750.00	£131.72	£618.28
/3	Phone Charges	£600.00	£99.08	£500.92
/4	Broadband Charges	£300.00	£0.00	£300.00
/5	Stationery	£300.00	£101.26	£198.74
/6	Photocopier	£1,600.00	£439.98	£1,160.02
/7	Maintenance inc refuse collection	£900.00	£703.65	£196.35
/9	Water Charges	£130.00	£0.00	£130.00
	Total	£4,580.00	£1,475.69	£3,104.31
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£1,100.00	£1,042.00	£58.00
/2	IT Capital Expenditure	£100.00	£460.00	-£360.00
	Total	£1,200.00	£1,502.00	-£302.00
2070	Insurance	£3,000.00	£0.00	£3,000.00
2080	Petty Cash			
/1	Postage	£200.00	£46.86	£153.14
/2	Other	£100.00	£22.48	£77.52
	Total	£300.00	£69.34	£230.66
2090	Professional Fees			
/1	Audit Fees	£1,000.00	£150.00	£850.00
/2	Legal Fees	£0.00	£0.00	£0.00
/3	Payroll and other fees	£420.00	£334.00	£86.00
	Total	£1,420.00	£484.00	£936.00
	Subscriptions			
/1	DAPTC	£1,100.00	£0.00	£1,100.00
/2	SLCC	£230.00	£0.00	£230.00
/3	IOG and Other (ICO)	£200.00	£90.00	£110.00
	Total	£1,530.00	£90.00	£1,440.00
2110	Purchase of dog waste bags	£200.00	£100.00	£100.00
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£531.22	£1,968.78
2120	Grants			
/1/2	Other (section 137)	£1,500.00	£0.00	£1,500.00
/1/3	Legacy Award	£1,000.00	£93.60	£906.40
/1/4	Apprentice Scheme	£1,000.00	£0.00	£1,000.00
/3	CAB (section 142)	£600.00	£0.00	£600.00
	Total	£4,100.00	£93.60	£4,006.40
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£200.00	£12.50	£187.50
2150	Advertising and Publicity	£400.00	£0.00	£400.00
2160	Website Costs	£300.00	£0.00	£300.00
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£13,300.00	£0.00	£13,300.00
2195	Service Devolution	£0.00	£0.00	£0.00

2196	Data Control	£2,000.00	£0.00	£2,000.00
2197	CIL Expenditure	£0.00	£0.00	£0.00
Total Finance And General Purposes		£44,320.00	£8,191.56	£36,128.44

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£2,500.00	£94.35	£2,405.65
/2	Large machinery Maintenance	£0.00	£0.00	£0.00
/4	Contractor fees	£10,000.00	£2,254.04	£7,745.96
	Total	£12,500.00	£2,348.39	£10,151.61
3020	Pavilion Running costs			
/1	Electricity	£550.00	£133.98	£416.02
/2	Water/sewage charges	£700.00	£0.00	£700.00
/3	Maintenance	£2,000.00	£1,804.65	£195.35
/4	Legionella Testing	£800.00	£150.00	£650.00
/5	Phone/Broadband	£550.00	£115.80	£434.20
	Total	£4,600.00	£2,204.43	£2,395.57
3030	Multi Use Games Area			
/1	Floodlight Maintenance	£0.00	£0.00	£0.00
/2	General Maintenance	£500.00	£9.99	£490.01
/3	Electricity	£500.00	£31.83	£468.17
	Total	£1,000.00	£41.82	£958.18
3040	Fencing	£500.00	£0.00	£500.00
3050	Fryer Field Play Area			
/1	Maintenance	£1,000.00	£0.00	£1,000.00
/2	Safety Inspections	£600.00	£315.06	£284.94
	Total	£1,600.00	£315.06	£1,284.94
3060	Oakhurst Play Area			
/1	Maintenance	£400.00	£0.00	£400.00
/2	Safety Inspections	£450.00	£315.06	£134.94
	Total	£850.00	£315.06	£534.94
3070	Skatepark Maintenance	£2,500.00	£0.00	£2,500.00
3080	Play Equipment	£0.00	£0.00	£0.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£750.00	£746.14	£3.86
/2	Water Charges	£70.00	£0.00	£70.00
/3	Buy back of plots	£0.00	£0.00	£0.00
	Total	£820.00	£746.14	£73.86
3110	Cemetery Maintenance			
/1	General	£200.00	£0.00	£200.00
/2	Fencing	£200.00	£0.00	£200.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£191.10	£658.90
/8	Contractor fees	£6,500.00	£1,614.00	£4,886.00
	Total	£8,100.00	£1,805.10	£6,294.90
3120	Memorial Inspections	£0.00	£0.00	£0.00
3130	Lychgate maintenance	£1,000.00	£0.00	£1,000.00
3140	Petwyn Maintenance/Improvements	£250.00	£0.00	£250.00
3150	Allotments	£1,000.00	£65.54	£934.46
3160	Tree Maintenance	£2,500.00	£0.00	£2,500.00

4000	Public Seats			
/1	Maintenance	£200.00	£0.00	£200.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£200.00	£0.00	£200.00
4010	Bus Shelters	£250.00	£0.00	£250.00
4020	Street Furniture	£150.00	£73.00	£223.00
4030	General	£150.00	£0.00	£150.00
4040	Christmas Decorations	£5,000.00	£0.00	£5,000.00
4070	Lengthsman	£3,000.00	£0.00	£3,000.00
4090	Dog Warden and Bin emptying	£2,200.00	£90.00	£2,290.00
4095	CCTV			
/1	Purchase/Installation	£200.00	£0.00	£200.00
/2	Maintenance	£300.00	£0.00	£300.00
	Total	£500.00	£0.00	£500.00
4096	Provision for public toilets	£0.00	£0.00	£0.00
4098	Fryer Field Development Plan			
/4	Activity Day costs	£1,000.00	£536.19	£1,536.19
/5	Signage	£0.00	£0.00	£0.00
4099	Keep BritainTidy events	£50.00	£0.00	£50.00
	Total Environment expenditure	£49,720.00	£8,540.73	£41,179.27
	Monies for various earmarked funds	£21,660.00		
	Total Expenditure	£167,715.00	£29,369.03	£116,685.97

Explanation of overspends:

- 1 2060/2 - Purchase of new computer

**Payment list dated
12.07.18**

Payment method	Invoice amount	Invoice date	Details
EB 16.07	£318.73	21.06.18	Peter Ridley waste Systems - 6 X boxes of caddy bags
EB 16.07	£318.73	21.06.18	Peter Ridley waste Systems - 6 X boxes of caddy bags
EB 16.07	£60.00	27.06.18	Aqua Care- water Hygiene (Legionella testing) at pavilion for June
EB 16.07	£150.00	27.06.18	Charlotte Ayton - Jean Ware award- Claim No 4
EB 16.07	£1,098.14	29.06.18	DAPTC - Annual subscription for 2018/19
EB 16.07	£1,560.00	29.06.18	EDDC - Dog Warden fee 2018/19
EB 16.07	£22.87	30.06.18	Roman group - office stationery
EB 16.07	£107.94	30.06.18	War on Waste - General bin and dog bin emptying for June
EB 16.07	£16.80	04.07.18	DCC - recycling collection July-Sep 2018
EB 16.07	£144.00	02.07.18	Terrafirma - Allotment grass cutting for April, May and June
EB 16.07	£542.64	02.07.18	Terrafirma - Lengthsman services for April, May and June
EB 16.07	£1,554.02	05.07.18	Terrafirma - Grounds maintenance - Fryer field and Cemetery for June
Chq 5934	£100.00	27.06.18	Urban Heath Partnership - 1 box of dog waste bags (50 pks)
Chq 5935	£49.48	02.07.18	Bulidbase payable to Barry Fowler - making stage steps for MAD event - material charge only - labour free
Chq 5936	£180.00	10.07.18	Matt Manston, Birds of Prey - Display for MAD Event
Chq 5937	£125.00	10.07.18	A & K Entertainment - Krazy Kev Children's entertainer for MAD Event
Chq 5938	£298.00	12.07.18	DLB Leisure - MAD Event - Hire of bouncy castle, super slide and sumo suits
Total	£6,646.35		

Direct Debits and Debit Card payments

Payment method	Invoice amount	Invoice date	Details
DD	£419.98	27.06.18	Grenke - photocopier leasing for 01.07 to 30.09.18
DC 02.07	£25.94	02.07.18	Makro - sweets for prizes on MAD 14.07
DC 05.07	£22.00	05.07.18	Vinny's Trophies - medals for Tug of War and posters for MAD
DC 09.07	£240.00	09.07.18	Wynnstay Agricentre - water trough for allotment site
DC 11.07	£116.99	11.07.18	Argos - Gazebo for MAD event
Total	£824.91		

West Moors Parish Council

Data Protection Policy

1. Introduction

West Moors Parish Council issues this policy to meet the obligatory requirements under The Data Protection Act 2018 for the handling of personal data in the role of controller.

If appropriate it can also be used for the control and release of data under the Freedom of Information Act 2000.

2. Scope

This policy applies to all employees of West Moors Parish Council, contract, agency and temporary staff, volunteers, suppliers, customers and residents.

3. Legal Principles

In execution of this policy West Moors Parish Council will comply with the data protection principles of the Data Protection Act 2018. These are that personal data be:

- a) processed **lawfully, fairly and in a transparent manner** in relation to individuals;
- b) collected for **specified, explicit and legitimate purposes** and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) **adequate, relevant and limited to what is necessary** in relation to the purposes for which they are processed;
- d) **accurate and, where necessary, kept up to date**; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits **identification of data subjects for no longer than is necessary** for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the law in order to safeguard the rights and freedoms of individuals;
- f) processed in a manner that **ensures appropriate security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

West Moors Parish Council will adopt the appropriate technological and organisational measures to ensure compliance with the Data Protection Principles by carrying out the necessary procedures.

In all aspects of our work we will ensure that the rights of the data subject are protected by all practicable measures associated with the conduct of our work. The rights of the data subject as defined in law are;

- a) The Right to be informed in a clear, concise and transparent manner
- b) The Right of access
- c) The Right to rectification
- d) The Right to erasure
- e) The Right to restrict processing
- f) The Right to data portability
- g) The Right to object
- h) Rights related to automated decision making

4. Response Times in the Application of Legislation

In applying these regulations West Moors Parish Council is obliged to adhere to the procedures for subject access as detailed in Appendix 1.

- a) Subject Access Requests (SARs) whereby an individual may request personal information held by West Moors Parish Council about themselves or a nominated individual on their behalf must be responded to within 1 month.
- b) Where the above is found to be complex or numerous an extension may be granted allowing an additional 1 month however the subject must be informed within 1 month of their request.
- c) No fee shall be charged for the above except where it is found to be excessive, repetitive or manifestly unfounded in accordance with the law.

IF APPROPRIATE

- d) Freedom of Information Act Requests, whereby an individual may request information held by the council but may not contain information relating to individuals, subject to certain exceptions, must be responded to as soon as possible within 20 working days.
- e) No fee shall normally be charged for the above. However, in exceptional circumstances a fee may be charged.

5. Rights of the Data Subject

Where consent has been sought as the justification on processing, adequate measures must be in place to record consent and an appropriate method of removing the individual's personal data should consent be revoked must be adopted. In the vast majority of data processing activities a statutory power will be the reason for data processing.

Except where a statutory exemption applies an individual who wishes to exercise their right to erasure shall have their personal data removed from all areas where applicable.

An individual when making a **Subject Access Request** is entitled to the following;

- a) confirmation that their data is being processed;
- b) access to their personal data;
- c) other supplementary information - this largely corresponds to the information that should be provided in a privacy notice.

6. Data Retention

Any period of data retention is defined in the West Moors Parish Council record retention schedule, including the legal basis where applicable.

7. Complaints

If an individual is unhappy and wishes to make a complaint about how their data has been processed by West Moors Parish Council, they should contact:

Information Commissioner's Office
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

8. Security Incidents

Wherever it is believed that a security incident has occurred or a 'near miss' has occurred, the Council must be informed immediately.

In any case an incident must be reported no later than 24 hours from identification, except where a malicious incident has occurred. The culture within the organisation seeks the avoidance of a blame culture and is key to allowing individuals the confidence to report genuine mistakes.

9. Monitoring and Discipline

Compliance with this policy shall be monitored through a review process.

Should it be found that this policy has not been complied with, or if an intentional breach of the policy has taken place, the Council, shall have full authority to take the immediate steps considered necessary, including disciplinary action.

Review this Policy upon;

Change of Legislation

Appendix 1 - Subject Access Request Procedures

The organisation shall complete the following steps when processing a request for personal data (Subject Access Request or SAR).

1. Ascertain whether the requester has a right to access the information and capacity.
2. Obtain proof of identity (once this step has been completed the clock can start)
3. Engage with the requester if the request is too broad or needs clarifying
4. Make a judgement on whether the request is complex and therefore can be extended to a 2 month response time.
5. Acknowledge the requester providing them with
 - a. the response time - 1 month (as standard), 2 months if complex; and
 - b. details of any costs - Free for standard requests, or you can charge if the request is manifestly unfounded or excessive, or further copies of the same information is required, the fee must be in line with the administrative cost.
6. Use its Audit of Processing Activities to identify data sources and where they are held.
7. Collect the data
8. If (6) identifies third parties who process it, then engage with them to release the data to West Moors Parish Council.
9. Review the identified data for exemptions and redactions in line with the ICO's Code of Practice on Subject Access.
10. Create the final bundle and check to ensure all redactions have been applied.
11. Submit the final bundle to the requester in a secure manner and in the format they have requested.

West Moors Parish Council

Record retention policy for Information and Documents held by the parish council

1 Introduction

- 1.1 This policy sets out how long information and records held by West Moors Parish Council will normally be held by us and when that information will be confidentially destroyed.

2 Responsibility

- 2.1 **West Moors Parish Council** is responsible for implementing and monitoring compliance with this policy.
- 2.2 They will undertake a 3 yearly review of this policy to verify that it is in effective operation.

3 Our process

- 3.1 Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule (see **the Appendix**).
- 3.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints.
- 3.3 Hard copy and electronically-held documents and information must be deleted at the end of the retention period.
- 3.4 Hard copy documents and information must be disposed of by *shredding on site or sending to confidential waste shredding service*.

THE APPENDIX
RECORDS RETENTION SCHEDULE

Record Retention Schedule

Introduction

This Record retention schedule accompanies and is incorporated into West Moors Parish Council's Record management policy. It sets out the time periods that different types of records and documents must be retained for business and legal purposes.

The retention periods are based on business needs and legal requirements.

Actions:

Records to be preserved permanently at the Dorset history Centre (P)

Records to be reviewed by the Dorset Archives Service for possible permanent preservation (R)

Records that may/must be destroyed by the parish clerk (D)

1. Administration records

Record	Action	Minimum Retention Period	Reason
Minutes of Council and committee meetings	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Reports and other documents circulated with agendas	D	2 years	
Agendas	D	2 years	
Declarations of office	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Register of Interests	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Byelaws	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Policy Documents	D	5 years after being superseded	
Title Deeds	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Maps, plans and surveys of property owned by council	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Routine Correspondence	D	1 year after matter is closed	
Planning applications	D	3 years	Held by planning

Record	Action	Minimum Retention Period	Reason
			authority
Leases, agreements and contracts	R	6 years	
Scales of fees and charges	D	5 years	Management
Quotations and Tenders (successful)	D	12 years	Statute of Limitation
Quotations ad tenders (unsuccessful)	D	2 years	
Insurance policies	D	7 years after expired	
Playground inspections	D	4 years	
Loan sanctions	D	6 years after end of loan	
Complaints records	D	6 years	
Employers Liability Certificate	D	40 years from commencement/renewal	Statute
Burial Records	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Local Authorities Cemeteries Order 1977

2. Financial Records

Record	Action	Minimum Retention Period	Reason
Audited Accounts	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Accounting records: (invoices VAT records etc)	D	6 years	VAT and Statute of Limitation
Bank Statements	D	Last completed audit year	Audit
Paying in / Cheque book stubs	D	Last completed audit year	Audit

3. Payroll, Salary and Staff records

Record	Action	Minimum retention period	Reason
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	D	Six years	Taxes Management Act, 1970 s 12B Finance Act 1998, Schedule 18, para 21
Pay As You Earn (PAYE) records, including:	D	Three years	Income Tax (Pay As You Earn) Regulations 2003, SI

Record	Action	Minimum retention period	Reason
wage sheets deductions working sheets calculations of the PAYE income of employees and relevant payments			2003/2682, reg 97
Income tax and NI returns, income tax records and correspondence with HMRC	D	Three years after the end of the financial year to which they relate	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55
Records demonstrating compliance with national minimum wage requirements	D	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	National Minimum Wage Regulations 2015, SI 2015/621, reg 59
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	D	Four years	Taxes Management Act 1970
Employee income tax and national insurance returns and associated HMRC correspondence	D	Three years from end of tax year to which they relate	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97
Statutory sick pay (SSP) records	D	Three years after the end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982, SI 1982/894, reg 13(A)
Wage or salary records (including overtime, bonuses and expenses)	D	Six years	Taxes Management Act 1970, s 43
Records relating to hours worked and payments made to workers	D	Three years	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	D	Three years after the end of the tax year in which the period of statutory pay ends	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg

Record	Action	Minimum retention period	Reason
			26
Rejected job applicant records, including: contact details application letters or forms CVs references certificates of good conduct interview notes	D	Six months after applicant is notified of rejection <i>Application forms should give applicants the opportunity to object to their details being retained</i>	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123
Application records of successful candidates, including: application letters or forms copies of academic and other training received references correspondence concerning employment CVs interview notes and evaluation forms	D	Six years after employment ceases	Limitation Act 1980 (LA 1980), s 5
Employment contracts, including: personnel and training records written particulars of employment changes to terms and conditions	D	Six years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases	LA 1980, ss 5, 8
Copies of identification documents (eg passports)	D	Not less than two years from date of termination of employment	Immigration (Restrictions on Employment) Order SI 2007/3290, Art 6(1)(b)
Employee performance records, including: probationary period reviews review meeting and assessment interviews appraisals and evaluations promotions and demotions	D	Six years after employment ceases	LA 1980, s 5
Annual leave records	D	Six years after the end of each tax year	LA 1980, s 5
Parental leave records	D	Six years after the end of each tax year	LA 1980, s 5

Record	Action	Minimum retention period	Reason
Sickness records	D	Six years after the end of each tax year	LA 1980, s 5
Records of return to work meetings following sickness, maternity etc	D	Six years the end of each tax year	LA 1980, s 5

4. Health and safety records

Record	Action	Minimum retention period	Reference
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including West Moors Parish Council's accident book)	D	Three years from date of the entry	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12

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. 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 West Moors Parish Council, which is the data controller for your data.

Other data controllers the council works with:

- Parish, District and County Councillors
- Local groups and organisations
- Sports Clubs
- East Dorset District Council
- Dorset County Council
- Funeral Directors
- Stonemasons
- Charities
- Contractors

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 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 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;
- Where you pay for activities such as use of a council venue, financial identifiers such as bank account numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs,

trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data in order to comply with legal requirements and obligations to third parties.
- We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

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 security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access 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 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);
- 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 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 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 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.

What is the legal basis for processing your personal data?

The council is a public authority 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 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 Notice sets out your rights and the council's obligations to you.

We may 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 sports facilities, or the acceptance of an allotment plot tenancy.

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 council 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 where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf;
- 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.

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 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 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.

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 that personal data, who has access to the personal data and where we obtained the personal data from. 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 personal 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 (for example because we need it for 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, email, or by post (see Contact Details below).

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

- You can contact the Information Commissioners 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 5AF.

Transfer of Data Abroad

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

All email and council documents are stored in Office 365 cloud, which includes the following protection;

Supported and patched by Microsoft directly

Complex passwords of 8 or more characters secure all access

The data within Office 365 is stored in the locations highlighted in the following link (London, Cardiff and Durham)

<https://products.office.com/en-GB/where-is-your-data-located?ms.officeurl=datamaps&geo=UnitedKingdom#UnitedKingdom>

Council Finance and Cemetery information is stored remotely on servers in Cambridge run by Edge IT Systems: Reg no 08046131, Registered in England & Wales.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then 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. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page at www.westmoors-pc.gov.uk. This Notice was last updated in May 2018.

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 all relevant rights, queries or complaints at:

The Data Controller

West Moors Parish Council

4 Park Way

West Moors

Dorset

BH22 0HL

Tel: 01202 861044

Email: office@westmoors-pc.gov.uk

PRIVACY NOTICE

For staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

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, photograph, video, 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 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 West Moors Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- Payroll services providers
- Town, District and County Councillors
- Local groups and organisations
- Sports Clubs
- Funeral Directors
- Stonemasons
- Charities
- Contractors

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

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 security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers and payment/transaction identifiers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of meetings, website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, certificates, employment status; information for disciplinary and grievance proceedings; sickness absence data; and personal biographies.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.

- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest (or for official purposes).

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders 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;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.

- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with data protection regulations.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions;
- Other persons or organisations operating within local community.

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- Payroll services providers
- Trade unions

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 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 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 responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with 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 that personal data, who has access to the personal data and where we obtained the personal data from. 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 personal 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 (for example because we need it for 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, email, or by post (see Contact Details below).

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

- You can contact the Information Commissioners 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 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. 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 this Privacy Notice, then 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. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will inform you of any updates.

This Notice was last updated in **May 2018**.

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 all relevant rights, queries or complaints at:

The Data Controller

West Moors Parish Council

4 Park Way

West Moors

Dorset

BH22 0HL

Email: office@westmoors-pc.gov.uk

You can contact the Information Commissioners 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 5AF.