

# **General Data Protection Regulations (GDPR)**

## **DATA PRIVACY NOTICE**

### **Mawnan Parish Neighbourhood Development Planning (NDP) Group**

#### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). In most cases the data is email addresses and phone numbers.

#### **2. Who are we?**

Mawnan NDP Group is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

Mawnan NDP Group complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer contact records obtained at public events;
- To organize and promote the business of the group;
- To maintain our own accounts and records;
- To inform you of news, events, activities and items of interest that affect our business;
- To share your contact details with a bulk email processor such as MailChimp so they can keep you informed about items of planning interest, events, and activities that will be occurring in your area and in which you may be interested.

#### **4. What is the legal basis for processing your personal data?**

The lawful basis for our data holding is the task placed on the Mawnan NDP Group by Mawnan Parish Council to consult widely with the resident population on matters of interest. In this respect we act in the public interest. We will achieve consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about Mawnan NDP events.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation in order to carry out a service to other members or for purposes connected with Mawnan NDP Group business. We will only share your data with third parties outside of the organisation with your consent.

#### **6. How long do we keep your personal data<sup>1</sup>?**

We will only keep data for the duration of the NDP process.

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## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Mawnan NDP Group holds about you;
- The right to request that Mawnan NDP corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Dennis McQuillan at Mawnan NDP Group tel: 01326 250640

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.