

# DATA PRIVACY NOTICE

## The Mulbarton Village Website

Administered independently by:

Mrs Marina Carter

### 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").

### 2. Who am I?

I am a long-term resident of Mulbarton, and for many years have been providing information to the community through a village website and monthly emails to subscribers. In the terms of the GDPR, I am considered to be a data controller, which means that I make decisions about how personal data is processed and for what purposes.

### 3. How do I process your personal data?

I comply with my legal 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.

I use personal data for the following purposes: -

- To operate the village website, providing an information service to the village;
- To deliver a monthly email news service that individuals have requested.

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

- The majority of personal data processed on the website is in the public domain, because it is data relating to local business, public bodies or local services, for which personal details are made public elsewhere.
- Where personal data is not elsewhere in the public domain, I hold explicit consent of the data subject for their details to be listed.

### 5. Sharing personal data

Your personal data will be treated as strictly confidential and will not be shared with any other third parties without the consent of the data subject.

There is one trusted person who helps me with the management of the website, who has access to the website control panel, and is therefore also able to process personal data:

- Carl Grant

The facility to forward individual emails to subscribers from Mulbarton is provided by ChurchNet Limited to the Mulbarton Group of Churches, who in turn give me access to their control panel in order to manage recipients. This data is also processed in compliance with the "GDPR". The governing privacy notice for this can be found on the Mulbarton Group of Churches website.

### 6. How long do I keep your personal data?

We keep personal data for no longer than reasonably necessary. We seek to keep the information on the website up-to-date, and will remove personal data upon request.

## **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 the Mulbarton Village Website holds about you;
- The right to request that the Mulbarton Village Website corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased;
- 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 that a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If I wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then I 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, I will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Mrs Marina Carter – [marina@mulbarton.info](mailto:marina@mulbarton.info) – or by 'phone on 01508 578186

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.