

# **BOTTISHAM PARISH COUNCIL**

*Chairman: Mr Jon Ogborn*

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**A meeting will be held in the Poppy Room, Bottisham Sports and Social Club on Monday 6 September 2021 at 7.45pm for the purpose of transacting the following business.**

**There will be an open forum prior to the start of the meeting for any resident to address the Parish Council or raise questions. A maximum of 15 minutes is allocated to this session with each speaker allowed a maximum of 3 minutes. It would be helpful if you could email the Clerk in advance of the meeting if you wish to speak.**

## **MEETING OF BOTTISHAM PARISH COUNCIL – AGENDA**

1. APOLOGIES FOR ABSENCE
2. MEMBERS' DECLARATION OF INTEREST for items on the agenda
3. APPROVE MINUTES OF MEETING of 5 July and 2 August 2021 (Attachment 1)
4. MATTERS ARISING FROM JULY MEETING

<b>Minute</b>	<b>Action</b>	<b>By whom</b>
47b	Establish ownership of land at east end of Beechwood Avenue where overgrown tree is located	Cllr di Lorenzo
47c	Play Area Working Group to draft letter and plan consultation with residents of Ancients Meadows	Cllr di Lorenzo with Cllrs Cundell, Marsh & Martin
47e	Update allocation of areas for environmental monitoring so that vacant "patches" can be taken over by Cllrs Cundell & Wilson	Cllr Chetwynd
50	Send invitations to agreed list of public organisations in the village to have a table at the parish Open Meeting on 14 October	Clerk

5. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

6. CHAIRMAN'S REPORT
7. PLANNING – Attachment 2
  - a) Consultation received -  
21/01130 – 4 Mulberry Close, CB25 9BW  
Proposed rear extension and associated internal alterations
  - b) Application on weekly list  
21/01077/CLP – 9 Stocks Close, CB25 9BY  
Single storey rear extension and window on east elevation
  - c) Planning Applications Approved – none
  - d) Bottisham Village Plan Review – Allocation of tasks – Cllr Buchanan
8. ENVIRONMENT:
  - a) Update from Cllr Chetwynd on areas of responsibility
  - b) Proposal for a wild flower meadow in part of the Churchyard
  - c) Application to the Local Highways Improvement Fund
  - d) Community Herb Bed
9. FINANCE
  - a) To approve payment of outstanding accounts
 

	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
Jonathan Giles – watering can for Cemetery	7.95
I Swift – Litter picking (4 weeks)	65.63
K Levitt – Litter picking (4 weeks)	65.63
Haven Power – Streetlights (paid by DD)	49.11
K Hutchinson & Son – New Cemetery Grasscutting	170.10
E Cambs Trading Co – Grasscutting	425.81
PKF Littlejohn LLP – Audit Fee	360.00
TEEC – Domain migration	136.81
  - b) To report the outcome of the external Audit for 2020-21
10. APPROVAL OF PARISH COUNCIL POLICIES:
  - a) Data Protection Policy and Privacy Notices – attachment 3a
  - b) Complaints Policy – attachment 3b
11. UPDATE ON NEW PARISH COUNCIL WEBSITE AND EMAIL –  
Update - Cllr Winkcup
12. NEW CEMETERY WORKING PARTY  
Update – Cllr Ogborn
13. PLAY AREA WORKING PARTY  
Update - Cllr di Lorenzo

15. CORRESPONDENCE RECEIVED

- a) CCC – Invitation to apply to Local Highways Improvement Fund
  - b) Cambridge Fibre Network Ltd – Information about possible local installation
  - c) Bus services, cycling and walking routes consultation
  - e) Appointment of representative to Bottisham Local charities
  - g) Gritting scheme Winter Volunteers 2021-22
  - i) Lucy Frazer, MP – Invitation to nominate for Covid Community Champions awards
  - j) Notice of Greater Cambridge Partnership Joint Assembly 9 Sept 2021
  - k) Publication of first proposals for Greater Cambridge Local Plan
- CORRESPONDENCE/CONTACTS FROM RESIDENTS

- a) Blocked storm drains around the Triangle
- b) 4 emails supporting the proposal for 30 mph limit from 64 to 133 Lode Road

16. DATE OF NEXT MEETING

The next meeting will be Monday 4 October 2021, 7.45pm.

*Jonathan Giles*

Jonathan Giles  
Parish Clerk

FURTHER MEETING DATES

Monday 1 November, Monday 6 December, Tuesday 4 January

## **BOTTISHAM PARISH COUNCIL**

### **Minutes of meeting Monday 7 July at 7.45pm, in the Poppy Room, Bottisham Social Club**

#### **PRESENT:**

Cllr Ogborn- Chair. Cllrs Chetwynd, Clarke, Cundell, Marsh, Martin, O'Dell, van Someren, Wilson and Winkcup

C/Cllr Sharp; D/Cllr Cane

#### **APOLOGIES:**

Cllrs Buchanan and di Lorenzo

**ITEMS FROM THE PUBLIC:** None

**45 DECLARATIONS OF INTEREST:** None

**46 MINUTES OF MEETING 7 June 2021:** Acceptance of the minutes was proposed by Cllr Wilson and seconded by Cllr O'Dell. Approved unanimously

#### **47 MATTERS ARISING FROM MAY MEETING:**

a) **Bottisham Early morning Swimming Club:** Cllr van Someren indicated that he had not sent the letter to the Village College following the assurance that the issue was being discussed by the Governors and the Club. C/Cllr Sharp confirmed that he believes the parties are close to an agreement. He envisages this will be based on the sessions being open to the public and the College taking responsibility for providing the lifeguard.

b) **Ownership of land at the east end of Beechwood Avenue where overgrown tree is located:** Cllr di Lorenzo has been contacted as he indicated he would be able to establish the owner

**ACTION:** Cllr di Lorenzo to advise of ownership of this land

c) **Play Area Working Group:** Cllr di Lorenzo has circulated the information about the history of the group to new members and is preparing a draft letter to invite residents to the consultation about locating it on the green space in Ancient Meadows

**ACTION:** Cllr di Lorenzo and Working Group to prepare invitations and set up consultation meeting

**d) Check for NALC updates to model Standing Orders and Financial Regulations:** The Clerk advised that he had compared the latest NALC versions with those of the Council and the only changes related to financial thresholds for tendering. These are set at a higher level than any of the Council's current activity but will need to be checked when the Council tenders for the new Cemetery

**e) Allocation of patches for Environmental Monitoring:** Cllr Chetwynd said that he did not have the original details of the allocation made by Bill Sunner

**ACTION:** Cllr Ogborn to forward email

**f) Zoom meeting with Karen Barclay, Project Leader for Cambridge Water Treatment Plant Relocation Project:** The date for this was agreed as the evening of Monday 12 July

**ACTION:** Cllr Ogborn will send a Zoom link and Cllr Wilson will confirm with Ms Barclay

**g) Development of new website and email:** Cllr Winkcup reported that Cllr Cundell had been introduced to the vendor. They are in agreement about the wider content of the website, beyond the Parish Council pages, which is vital to making it the first port of call to residents of the village. The attractiveness of the site is linked to the quality of photographs and Cllr Cundell is making approaches to encourage new contributions.

The application for the gov.uk website and email has been lodged. The aim is for the transition to be completed in September. In the meantime the current draft version of the new website will be developed further and shared with Council members before going live.

Cllr Winkcup explained that the email system used by the Council at present is based on Livemail, which is no longer supported by Microsoft – it is both very slow and liable to hacking. The new system will be secure and can be used in conjunction with Outlook. Cllr Ogborn stressed the importance of all Councillors using the new system once it is set up. The vendor provides straightforward instructions on setup as well as a support service which promises a 24 hour response time to requests for help. He expressed thanks on behalf of the Council to Cllrs Cundell and Winkcup for their work on this project.

**48 DISTRICT COUNCIL REPORT:** D/Cllr Cane highlighted key issues from the report which is appended in full at the end of these minutes. She said that she is working on the backlog of casework issues referred to her. With reference to the maintenance of the hedge on the path between Arber Close and Jenyns Close, she confirmed that this going to be dealt with by the Council. She will contact the resident who has raised the issue to confirm.

**49 COUNTY COUNCIL REPORT:** C/Cllr Sharp advised that the Highways Committee had extended the closing date for the next round of the Local Highways Initiative fund until 15 September recognising that this will still be challenging given that Councils do not meet during August. He indicated that the total for the East Cambs district is £58,000. A key element for the scoring of applications relates to the casualties linked to the locations of the proposed initiatives.

He is also on the Children and Young People Committee which recognised the serious shortfall in resources for pupils with special educational needs and disabilities (SEND). The Audit Committee, on which he also sits, will be considering the report about the financial dealings of the former deputy leader of the County Council.

He is still pursuing the issues previously referred to C/Cllr Shuter as advised to him by Cllr Winkcup. Cllr O'Dell recorded his thanks to C/Cllr Sharp for his engagement with the A to B1102 Group which is very relevant to villages in this locality.

**50 CHAIR'S REPORT:** Cllr Ogborn outlined a proposal for the Parish Meeting, which in normal times is required to take place between 1 March and 1 June each year. Rather than the two hour formal meeting which has been held in previous years, he is planning that the formal session would be limited to 45 minutes - during which time he would outline the activities of the Parish Council (providing a written report on key areas of activity: Finance/Planning/Environment/Play Area Working Party/New cemetery Working Party/New website and email). County and District Councillors would also be invited to address the meeting and provide a written report. Following the formal session, those attending would be able to move around the meeting room where the key public sector organisations working in the village would have a representative ready to engage with them individually. The organisations to be invited are: Bottisham Village College, Bottisham Primary School, the Police, County and District Councillors. Parish Councillors will also be available with information about the plans for the new cemetery and, if appropriate, the play area.

**ACTION:** Clerk to send invitation to organisations for a table at the informal session of the Parish meeting

**51 PLANNING:** Cllr Wilson had circulated the planning information sheet. No formal consultations had been received and no concerns were noted with the three tree applications which had been made to ECDC during the last month.

Regarding the briefing session for Council Members of Planning issues, Cllr Wilson had had positive responses from both CAPALC which is willing to offer a face to face session at their quoted cost and from Rebecca Saunt, Planning Manager for ECDC who expressed willingness to respond to members questions as she has done on a previous occasion. It was agreed to pursue the latter offer on the basis that it would be good to hear from a key player in the District Council.

**ACTION:** Cllr Wilson will arrange a suitable time with Ms Saunt

**52 ENVIRONMENT:** C/Cllr Sharp confirmed that he is continuing to follow up on the issues remaining outstanding from C/Cllr Shuter's time as reported to him by Cllr Winkcup. These include the flooding problem in Lode Road and the redundant streetlights in Tunbridge Lane. Concern was noted about the state of the path alongside the A1303 going east from Bell Road. The state of the path would be unsuitable for wheelchairs or pushchairs.

**ACTION:** Cllr Chetwynd will make a Highways Fault report

Cllr Martin pointed out that bases of the trees on the triangle had not been strimmed when the last cut was done as well as the verges being omitted outside some properties. The Clerk advised that

he has been in contact with the contractor and asked that all their staff be briefed from the map about which areas were to be maintained within the village, as there have been several issues recently where small areas were overlooked.

There was brief discussion about Cllr O'Dell's suggestion of reinstating the Environment Committee, but it was concluded that this would not be the top priority while the Council has working parties on both the new cemetery and play area. To be reviewed in 6 months.

On the matter of speeding vehicles, Cllr Ogborn advised that 5 of the Speed Indicators have a recording facility which notes the speed and time/date of passing vehicles. If this information is downloaded it would identify whether there are particular times of day when the incidence is high. He stressed that the information collected by the signs does not identify either the vehicle or the driver. This information could support a request to the police to conduct speed checks at these times. Cllr Martin offered to download the information

**ACTION:** Cllr Ogborn will contact the former Councillor who commissioned the speed signs to link up with Cllr Martin about how to download the data.

Cllr Winkcup left the meeting

**53 FINANCE:** The following payments were submitted for approval for payment:

<u>July</u>	<u>£</u>
Items for approval	
Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
TEEC -annual subscription (pd by agreement with Chair)	295.19
Haven Power – Streetlights (paid by DD)	49.11
Wave- Cemetery water	14.97
SWARCO - Maintenance of Speed signs Gold contract	1907.56
or Silver Contract (fault repair only)	1535.44

In addition to seeking approval for these payments, the Clerk highlighted three issues to be determined:

- a) Whether the Council wished to take the Gold or Silver maintenance contract from SWARCO for the speed indicator signs
- b) He proposed that as the work on replacing the faulty streetlights was underway, the Council give authority to the Chair to sign off the invoice from Balfour Beatty when it arrives provided that it accords with the quotation
- c) The Council give authority to the Chair to approve routine payments until the next meeting on 13 September

It was proposed by Cllr March and seconded by Cllr Clarke that the July payments be authorized, the Gold contract be purchased from SWARCO and the sign off on invoices as set out in ii) and iii) above be delegated to the Chair. This was passed by 8 votes with 1 abstention.

**54 NEW CEMETERY WORKING PARTY:** Cllr Ogborn reported that he had received a positive response from the National Trust's landscape architect to the proposal to place the vehicular entrance at the other end of the site, at the furthest distance from the chicane. The other advantage of this location is that it provides better visibility for vehicles entering and leaving the site. The next meeting of the Working Group is scheduled to take place at 3pm on 12 July. He also reported that the new Cemetery field is due to be flailed shortly.

**55 PLAY AREA WORKING PARTY:** See item under matters arising

**56 CORRESPONDENCE:** The Council noted the correspondence received. The resident who raised the question of obtaining a defibrillator for the village has been advised that there is one available for public use at the Community Sports and Social Club. This indicates a need to raise public awareness of its location.

**ACTION:** Cllr Cundell will publicise it through the Community Facebook page and Cllr Ogborn will refer to it in his Cresset report.

The meeting closed at 9.30 pm

## **BOTTISHAM PARISH COUNCIL**

### **Minutes of extraordinary meeting Monday 2 August at 7.45pm, in the Poppy Room, Bottisham Social Club**

**PRESENT:**

Cllr Ogborn- Chair. Cllrs Buchanan, Martin, van Someren and Wilson  
D/Cllr Trapp

**APOLOGIES:**

Cllrs Chetwynd, Clarke, Cundell, Marsh, di Lorenzo, O'Dell and Winkcup  
D/Cllr Cane

**ITEMS FROM THE PUBLIC:** None

**57 DECLARATIONS OF INTEREST:** Cllr Wilson reported that his property was referred to in the Planning Statement as the closest listed building to the planned new development but having studied the documents he has noted no adverse impact on his home.

**58 FINANCE**



It was proposed by Cllr van Someren, seconded by Cllr Wilson, and unanimously agreed that the following payments be approved:

Jonathan Giles – Salary, Pension, PAYE and NI	749.60
I Swift – Litter picking (4 weeks)	52.50
K Levitt – Litter picking (4 weeks)	52.50
Haven Power – Streetlights (paid by DD)	49.11
Wave- Churchyard water	14.89
SWARCO - Maintenance of Speed signs Gold contract	1907.56

**59 LOCAL HIGHWAYS IMPROVEMENT FUND 2022-23 – POSSIBLE BID:** Cllr Ogborn highlighted two issues relating to this item:

i) Lode PC is intending to make a bid to improve safety at the crossing point from the North East corner of Lode Road at the Lode Crossroads, to create a safe route between the light-controlled pedestrian crossing on the B1102 and the foot/cycle path towards Bottisham. The location actually lies within Bottisham Parish. The Council confirmed that it supported the intention to improve safety at this location and would confirm this to Highways if requested.

ii) The New Cemetery Working Group is now proposing that the vehicular entrance be located at the north west end of the site. The safety to visitors to the cemetery and other users of this section of road would be enhanced if the speed limit were to be reduced to 30mph up to 133 Lode Road. This would make sense as the area has streetlights, where a limit of 30 mph normally applies.

Cllr Buchanan proposed and Cllr Martin seconded a proposal that an application be made to the fund for this purpose. The proposal was agreed unanimously

**ACTION:** Application to be drafted by the Clerk in consultation with Cllrs Ogborn and Wilson

## **60 PLANNING**

### **a) 21/00984/RMM – Land off Bell Road, Bottisham**

Cllr Wilson advised that this application follows on from the application 16/01166/OUM on which outline permission was granted in 2019. It was noted that key elements included within the reserved matters being considered under the current application reflect representations made by the Parish Council in relation to the original application, concerning the provision of bungalows, allotments and a play area.

#### **Specific issues:**

Allotments: There was discussion about access and whether there should be pedestrian access from Bell Road. It was concluded that this may not be appropriate, as it might encourage parking on Bell Road as well as casual visitors to that part of the site. The proposed parking should be retained (see reference to Parking below). Provision would need to be made for a water supply to the allotments. It is assumed that the Parish Council will be responsible for the management of the allotments.

Play Area: The Parish Council believes that this should be installed by the developer in consultation with the Parish Council under a s.106 agreement. It assumes that ongoing maintenance will be carried out by a management company, along the same lines as the arrangement for the existing Ox Meadow development. It asks that there is access made available to the open space (and play area) from the existing path around the southern perimeter of the adjoining Ox Meadow development. Given the expected increased usage of this path, attention should be given to upgrading it with a durable surface. The path is currently not in good condition.

Local Homes for Local People: The Parish Council's support for this development is based on the expectation that nominations for the affordable properties within the development will be prioritised to qualifying residents of the village, and then widened to the surrounding area only if there is any surplus to local need. It noted that this application proposes a lower density of housing on the west and higher on the east, which reverses the pattern in the outline application.

Parking: It was noted that the overall provision of parking is 102 spaces, when the original number envisaged was 114 to allow 2 spaces per housing unit and 12 for visitors. There was concern that this might lead to street parking similar to that happening in the existing Ox Meadow development, which could impede access to emergency vehicles. The Council seeks confirmation that the plan takes account of central government policy regarding the move to electric vehicles in future – in particular, this requires the provision of parking adjacent to properties so that residents can plug into chargers.

Extent of development: The Council noted the dead-end roadway at the southernmost point of the site to provide access for maintenance vehicles. It stressed that this proposed development represents the only acceptable incursion into the green belt and would not support any future development on the green space in this area. It seeks confirmation that this is the view of the District Council.

Overall the Parish Council sees the proposal as a good development, offering a range of homes suitable for the varied housing needs of local people.

**b) 21/01058/FUL – 4 Maple Close, Bottisham**

Cllr Wilson advised that the proposed extension is in keeping with similar ones already in place in neighbouring properties. The Council had no concerns about this application.

**c) 21/00671/FUL – Chalk Farm, Newmarket Road CB25 9BD**

Cllr Wilson reported that this application to change agricultural land to residential for the construction of a tennis court had been refused as it is outside the development envelope.

The meeting closed at 9pm

**PLANNING INFORMATION FORM - PRE-PC MEETING**  
**September 2021**

REFERENCE	ADDRESS	LATEST PC COMMENT DATE	DRAFT PC COMMENT
21/01077/CLP	9 Stocks Close Bottisham Cambridge Cambridgeshire CB25 9BY Single storey rear extension & window on east elevation	N/A	Extension to enlarge kitchen/dining room/family room at rear of property. Relocation of utility & downstairs toilet. Allowed under Permitted Development No issues with this application
21/01130/FUL	4 Mulberry Close Bottisham Cambridge CB25 9BW Proposed rear extension & associated internal alterations	N/A	Already advised to ECDC 19.08.21 that PC has no issues with this application

JJW 01.09.21

**BOTTISHAM PARISH COUNCIL**  
**General Data Protection Regulation**  
**September 2021**

**Introduction:** This report outlines three areas in relation to the implementation of the Regulation by Bottisham Parish Council; the approval of a Data Protection policy, the publication of privacy notices and the appointment of a Data Protection Officer.

**Data Protection Policy:** As a matter of good practice, Parish Councils are advised to adopt and publish a Data Protection Policy. The document attached as Appendix 1, is based on a model developed by the National Association of Local Councils (NALC).

**Privacy Notices:** It is a requirement of the General Data Protection Regulation (GDPR) that Data Controllers (of which the Parish Council is one) publish Privacy Notices setting out how any data provided will be used and managed by the Council. One of the notices applies to the general public while the second applies to Councillors, Role Holders and any employees of the Council, where, potentially the extent of records held could be more extensive and sensitive.

The respective Privacy Notices are based on templates provided by NALC. As such they cover the range of eventualities, relatively few of which currently apply to a small parish council. By using the comprehensive template (which will be reviewed at a national level from time to time), we can be confident that the council could make use of additional means of data collection in future should that be appropriate. Please see Appendix 2.

A review of the Council's current areas of activity reveals that none requires the Data Subject to give consent to their information being held. This is because the holding of such information is both legitimate and necessary where the role of councillors, employees and contractors is concerned. Similarly, if someone chooses to use a service (such as renting an allotment) it is a necessity for the Council to hold their personal details in order to administer the scheme, so consent to hold information is not required. However, all information must be securely stored and used only in accordance with the purpose for which it was given.

**Data Protection Officer:** A number of distinct roles have been defined in the context of the GDPR. The Parish Council, as the entity holding personal data to enable it to conduct its business, is the "Data Controller". The Clerk, in carrying administrative tasks on behalf of the Council, takes on the role of "Data Processor". In addition, there is a third role which needs to be filled, that of Data Protection Officer. The best comparator to describe this role is that of Internal Auditor to safeguard the probity and effectiveness of the Council's financial procedures. As such, it is not a role that can legitimately be taken on by either a Councillor or the Clerk. In the light of the specialist knowledge required, and, hopefully, the relatively infrequent need to refer matters to such a person, CAPALC has entered into a Service Agreement with Priviness Ltd to enable councils to buy the service for a nominal membership fee (£50 in the case of Bottisham PC) and be eligible to purchase further support and guidance as needed. The membership fee the Council pays to CAPALC within the annual subscription.

**Recommendations:**

The Parish Council is recommended to:

- Approve the draft Data Protection Policy and its publication on the Parish Council website
- Note the Privacy Notices which will be posted on the website to be accessible to a wide audience
- Note that the Parish Council has paid £50 to CAPALC to secure membership of the Data Protection Scheme provided by Priviness Ltd

Jonathan Giles, Clerk

September 2021

**BOTTISHAM PARISH DATA PROTECTION POLICY – SEPTEMBER  
2021**

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## **Purpose**

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Clerk as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

## **Definitions**

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

## **Data protection principles**

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

### **Processing**

#### **Personal data**

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent.

Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### **Special categories of data**

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;



- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons of substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

### **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

#### Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

### Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

### Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach. If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

#### International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

#### Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Date of Council meeting when policy approved: 6 September 2021

Policy version reference: Version 1

Policy effective from: 7 September 2021

Date for next review: September 2023

## BOTTISHAM PARISH COUNCIL

### 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 (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 the Bottisham Parish Council which is the data controller for your data.

#### **Other data controllers the council works with:**

- e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

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 hall, financial identifiers such as bank account numbers, payment card 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 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.
- 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, Twitter, WhatsApp);
- 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 carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- 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 garden 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, or to maintain our database software;
- 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.

#### **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: <http://www.lode.org.uk/pc.html> This Notice was last updated in October 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, Bottisham Parish Council Email: [clerk@bottishampc.co.uk](mailto:clerk@bottishampc.co.uk)



## **BOTTISHAM PARISH COUNCIL**

### **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 Bottisham 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 and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

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, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- 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 telephone conversations, IP addresses and 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 and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

**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.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- 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 our data protection policy.
- 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 , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

### **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 place any updates on this web page: <http://www.lode.org.uk/pc.html> . This Notice was last updated in October 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, Bottisham Parish Council,

Email: [clerk@bottishampc.co.uk](mailto:clerk@bottishampc.co.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

**BOTTISHAM PARISH COUNCIL**  
**Complaints Procedure – Draft September 2021**

Adopted:

1. Bottisham Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. Complaints against councillors. Complaints against councillors are covered by the East Cambridgeshire District Council Code of Conduct 2012 which has been adopted by the Council. If a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer of East Cambridgeshire District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but the Council cannot re-open issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint quickly. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk: Jonathan Giles, 86 High Street, Cambridge, CB25 9BA  
Email: Tel. 07789 012761

The Chair of Bottisham Parish Council: Cllr Jon Ogborn  
Email: Tel. 07486 372780