

Brightwalton Parish Council General Policies & Procedures

Reviewed & adopted May 2023

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General Privacy Policy
Updated October 2019, as published on www.brightwalton.org.uk

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 Brightwalton Parish Council which is the data controller for your data. Other data controllers the council works with:

- local authorities
- Community groups

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;

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 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

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. International data transfers Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

If you are in the European Economic Area (EEA), information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the EEA. In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world. You expressly agree to such transfers of personal information.

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.

Website Privacy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

What information do we collect on our website?

We may collect, store and use the following kinds of personal data:

- (a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views)
- (b) any other information that you choose to send to us

Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

Cookies can identify users, remember preferences, and help users complete tasks without having to re-enter information when visiting multiple pages or returning to your site. This helps provide a more personalised and slick user experience. As advised on the Pop Up at the foot of the page - by using our website you are consenting to the use of cookies. We may use both "session" cookies and "persistent" cookies on the website.

We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit. Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites. Using your personal data Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website. Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us. We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing. Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot

guarantee the security of data sent over the internet. General Amendment, Updating Information & Contact Details Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

Your rights

You may instruct us to provide you with any personal information we hold about you.

Updating information: Please let us know if the personal information which we hold about you needs to be corrected or updated.

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: Brightwalton Parish Council Clerk - Email: brightwaltonpc@btinternet.com

Brightwalton Parish Council Accessibility Statement – February 2019

Brightwalton Parish Council is committed to making this Parish website accessible and usable by as many people as possible, regardless of ability or disability.

We are continuously improving this website to ensure that it meets The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018, which came into force on the 23rd September 2018.

Accessibility Features

Our website allows you to use your web browser to change the size of the text, get the site spoken to you, as well as magnify the page. Overviews of the features made available through the main browsers can be found here: –

Microsoft accessibility **Accessibility features of Firefox** **Google Chrome accessibility**

For useful guidance on this, we recommend you visit **BBC Accessibility Website** to watch videos of how these customisations – either using *accessibility features of your computer* or through installing *assistive technologies*.

Limitations

While we've done a lot to ensure this site's accessibility, you may find some limitations:

- Whilst the site has been created using a well coded, professional platform, the site has not been user-tested with disabled people.
- The nature of the calendar of events on the front page means that this cannot be accessed by read aloud software, however events can be found within the news pages and Parish Council meeting pages.
- The Latest News page on the home page cannot be picked up by all screen readers, however, by clicking the title you will be transferred to the Brickleton News page which is compatible with the read aloud software.
- Where reasonable we have ALT TEXT tags on images so that read aloud software can give the title of the image. However, this is not possible within the picture gallery, slideshow and the header images.
- The social link icons at the foot of pages cannot not be picked up by the screen readers.

Downloadable files

Files have been made available to download in a variety of formats – the most common are Adobe Acrobat (.pdf), Microsoft Word (.doc and .docx) and Microsoft Excel (.xls and .xlsx). Reasonable adjustments have been made to ensure that digital publications available on our website are as accessible as possible. If you need any document in a different format, please **contact us**.

You may need to download **Adobe Reader** to view files in PDF format - the latest version of Adobe Acrobat Reader has incorporated accessibility features. For example, you can hear a PDF document read aloud or scroll a PDF document automatically. You can access these features in the Edit Preferences menu.

Let us know if you have difficulties using this site

If you find anything on the site difficult to use please let us know on our **Contact form.**

Constructive feedback regarding the accessibility or usability of this website is welcome and will be carefully considered.

1st May 2021 – Update – Files uploaded as links with document title as the link (instead of Download here) for clarity.

9th June 2021 – Update – Latest minutes uploaded in new format accessible by PDF read aloud software (tables removed).

Website Policy

Key Principles

The key principles of Brightwalton Parish Council's use of a Parish Website is to:

- provide a valuable service to our parishioners
- share timely relevant information
- encourage open dialogue
- be honest and transparent
- display accounts information in line with the Local Audit & Accountability Act 2014 and the Accounts and Audit Regulations 2015

Brightwalton Facebook User Agreement Updated September 2019

Brightwalton Village Group is for us to share ideas, information and photos, to ask questions and to promote local businesses. Please join in, but be respectful to others.

Brightwalton Facebook page is a community page not a Parish Council page. It intends to provide information and updates regarding activities and opportunities within the Parish and promote positive thoughts and comments from residents.

In order to ensure that all discussions on this page are productive, respectful, and positive we ask you to follow these guidelines:

- Be considerate and respectful of others. Whilst differing opinions and discussion of diverse ideas are encouraged, vulgarity, threats or abuse of language will not be tolerated.
- The sharing of content is encouraged, but be aware of copyright laws; be accurate and give credit where credit is due.

Brightwalton Parish Council and the page Administrators are not responsible for monitoring or moderating comments and individual posts. If you have concerns on a post please email brightwaltonpc@btinternet.com

Sending a message/post via Facebook will not be considered as contacting the Brightwalton Parish Council for official purposes and we will not be obliged to monitor or respond to requests for information through the Facebook channel. Instead, please see Parish Council contact details above and on www.brightwalton.org.uk.

We retain the right to ban individuals and remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Copyright material; any material in violation of any law
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Issues of a political nature

Brightwalton Parish Council and the page Administrators are not responsible, liable for and do not endorse the privacy practices of Facebook or any linked websites. Your use of Facebook and any linked websites is at your own risk. We also assume no responsibility for the accuracy of content posted by any subscriber or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from this page. The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, services or website and we will not be held

responsible for any claims arising in that respect.

By choosing to comment and/or utilise his Facebook page, users are deemed to agree to this policy. This comment policy may be revised at any time.

Village Newsletter Policy

The newsletter is supported by the Parish Council financially, the Parish Council do not edit or review the version before print and distribution. The content of the newsletter is the sole responsibility of the newsletter editor, Mike Ananin

As agreed at the March 2022 a footer was added 'Brightwalton Parish Council pays for the Brickleton News printing but is not responsible for the editing or content. .

The Clerk on behalf of the Parish Council will submit any Parish Council updates as appropriate. Any submission from Councillors will be sent to the Clerk before they are sent on to the editor.

The Clerks Parish Council email address will be used for any article where a response is required.

Village Mailing List Policy

Our Community Coordinator has started a Village Mailing list to share village activities and events. You can choose to remove your email at any time. The mailing list will not be used for any other purposes. All emails will sent as blind copy to recipients. The mailing list is being used in good faith for the purposes of keeping villagers updated. Your email address will not be shared with others.

Planning Application Responses

Process for Planning Application Notifications:

It is acknowledged that the notification of planning applications often falls outside of the Parish Council meeting schedule. Where a response deadline is within a week of a Parish Council meeting the Clerk will endeavour to seek an extension to the deadline from the planning officer so the application can be added to the agenda and a response agreed at the general meeting.

Where a notification falls outside of the meeting calendar the Clerk will send out an email to all Councillors providing details of the application, a link to the application documents and a deadline for responses. Where the application is considered to be non-controversial Councillors will discuss a response to the Planning Officer over email, details of the response will then be published on the agenda and in the minutes of the next meeting, stating the response publicly for the record. The Clerk will file all responses for future reference, if required. Where Councillors have deferring opinions, the Clerk will draft a response based on all views and circulate again before submission. Where a majority response has not been received 4 days before the deadline the Clerk will circulate a reminder email. At this stage no response from a Councillor will be taken as No Objections.

Where a planning application is considered to be controversial, either a Councillor can raise a concern and request an extra ordinary meeting, or the Clerk can raise a concern and propose an extra ordinary meeting for the Councillors to agree, to enable the application to be discussed publicly. Applicants / agents / developers are welcome to attend the PC meeting to present the proposal and should contact the Clerk for meeting details.

Parishioners are welcome to copy their own responses to the Parish Council on submission the Planning Officer. The Clerk will forward these to the Councillors promptly.

The Parish Council welcomes the opportunity for pre-application planning discussions with applicants/developers or agents on more significant proposals or large schemes. These are seen as beneficial for all parties. The request must be made in writing to the Clerk, and it should be understood that the Parish Council will not treat any request as confidential. Pre-applicant submissions will generally be reviewed at the next scheduled Parish Council meeting.

The Parish Council Response:

It should be noted that the Parish Council response to a planning application is only a recommendation, the decision on any application lies with the District Council. The Parish Council is also only one voice in the

consultation process and parishioners are strongly encouraged to submit any comments they have on an application direct to the Planning Officer. If they shall choose these can be copied to the Parish Council.

Health and Safety Policy

GENERAL STATEMENT

1. Brightwalton Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

As the Council's Health and Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
5. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy under cover of the attached letter.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

Training Policy

Statement of Intent

Brightwalton Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Council will pay the annual subscription to the Berkshire Association of Local Councils (BALC) to enable staff and councillors to take advantage of their training courses and conferences.

Councillor Training

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and BALC and attend conferences whenever possible.

All training presentation papers will be retained and used for in-house training and information sharing.

New Councillors should receive the following information:

1. Brightwalton Parish Council Policy & Procedures Document, including standing orders and financial regulations.
2. Timetable of meetings for the coming year
3. The Good Councillors Guide from BALC

4. Minutes of the last 2 meetings
5. Copy of the last Annual Audit document

Openness of Local Government Bodies Regulations 2014

The following notice will be available to view at all Parish Council meetings:

RECORDING AND REPORTING OF PROCEEDINGS BY THE MEDIA AND GENERAL PUBLIC

- Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is permitted. It would be helpful if those wishing to record could contact the Council before the meeting so that we can ensure the necessary facilities are in place.
- The Chair of the meeting will advise the public that the meeting is being recorded.
- A request to record a meeting shall only be refused if the Chair of the meeting believes recording would disrupt the meeting.
- Notices will be displayed in the room advising the public that meetings can be recorded legally.
- The Council may record meetings for minuting purposes only. The relevant Chair will make an announcement to this effect.

Limitations

Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

Audio and Visual Recording

Your Obligations

Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following:

- a) any photography or audio / visual recording takes place from a fixed position in the meeting room approved by the Chair so as to reduce disruption to the proceedings;
- b) use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceedings agreed in advance with the Chair;
- c) if the Chair feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop;
- d) if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography;
- e) if a meeting is adjourned by the Chair then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned;
- f) any request made by the Chair regarding respecting the public's right to privacy is complied with;
- g) people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned.
- h) use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image;
- i) photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

Your Rights

If, as a member of the public, you do not wish to be photographed, filmed or recorded please inform the Clerk in attendance at the meeting or the Chair of the meeting when notice is given that a request to photograph / record has been received.

Youth Club Policies

Have been created separately and are filed in to the Youth Club folder as per the recommendations from Berkshire Youth.

**This Policy & Procedures Document was
Adopted by Brightwalton Parish Council
May 2023**

**This document will be reviewed on an annual basis or when
new regulations come into force that may affect this.**