

# *Great Tey Parish Council*

## Privacy Notice

### **Great Tey Parish Council - Privacy Notice: Ensuring Openness and Transparency:**

At Great Tey Parish Council, we are committed to being transparent about how we handle personal data. A Privacy Notice is an essential legal document that outlines the types of personal data we collect, why we need it, how it is used, and the rights individuals have regarding their data. This notice is designed to provide clear and accessible information to help you understand how we process your personal information.

The Privacy Notice reflects the Council's data practices and is crafted to be straightforward, not legalistic. If it can be read in one sitting and easily explained, we have achieved our goal.

#### **1. Who We Are:**

Great Tey Parish Council ("the Council") is the data controller responsible for the collection, use, and protection of your personal data. If you have any questions or concerns about this notice or how your personal data is handled, please contact:

##### **Clerk to Great Tey Parish Council**

Email: [greatteyparishcouncil@outlook.com](mailto:greatteyparishcouncil@outlook.com)

Phone: 01255 736077

#### **2. Information We Collect**

When you engage with the Council, we may collect and process the following personal data:

- Name
- Address
- Email address
- Phone number
- Organisation (if applicable)

We only collect the minimum data necessary to carry out our statutory functions or respond to your inquiries.

#### **3. Why We Use Your Data:**

The Council uses personal data for the following purposes:

- Responding to inquiries and correspondence
- Providing services or information you have requested
- Managing Council administration, including payroll and governance
- Publishing official documents such as agendas and minutes
- Meeting legal and regulatory obligations
- Community engagement and consultations

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Each purpose for which we process data is documented in our data map and regularly reviewed to ensure compliance.

### **4. Lawful Basis for Processing:**

Under the UK GDPR, we process personal data under one or more of the following lawful bases:

- **Consent** (Article 6(1)(a)): Where you have given clear consent for us to process your data for a specific purpose.
- **Legal Obligation** (Article 6(1)(c)): Where processing is required to meet a legal requirement.
- **Public Task** (Article 6(1)(e)): Where processing is necessary to perform a task in the public interest or in the exercise of official authority vested in the Council.

You have the right to withdraw consent at any time by contacting the Clerk.

### **5. Special Category Data:**

If the Council processes any special category data (such as sensitive personal information), we will ensure an additional lawful basis under Article 9 of the UK GDPR and take appropriate safeguards.

### **6. Data Sharing:**

The Council does not sell personal data or share it unnecessarily. However, personal data may be shared in the following situations:

- With other public authorities as required by law (e.g., HMRC)
- With service providers acting as data processors (e.g., payroll providers, auditors)

We do not transfer personal data outside the UK unless necessary safeguards are in place, such as an International Data Transfer Agreement.

### **7. Data Security:**

The security of your personal data is a priority. We implement a range of technical and organisational measures to protect your data from:

- Unauthorised access
- Loss or destruction
- Misuse or unlawful disclosure

These measures include secure systems, access controls, staff training, and robust data protection policies. Copies of our data protection policies are available upon request.

### **8. Data Retention:**

The Council retains personal data only for as long as necessary to fulfil the purpose for which it was collected. When it is no longer required, data will be securely deleted or anonymised in accordance with our data retention policy.

You may request further details regarding our retention periods for specific types of personal data.

### **9. Your Data Protection Rights:**

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Under the UK GDPR, you have several rights concerning your personal data:

- **Right to be Informed:** You have the right to know how we use your data.
- **Right of Access:** You can request access to the data we hold about you (Subject Access Requests).
- **Right to Rectification:** If your personal data is inaccurate or incomplete, you can request it be corrected.
- **Right to Erasure (Right to be Forgotten):** You can request deletion of your data when there is no valid reason for us to retain it.
- **Right to Restrict Processing:** You can ask us to limit the processing of your data.
- **Right to Object:** You can object to the processing of your personal data.
- **Right to Data Portability:** You can request a copy of your data in a structured, commonly used format.
- **Rights Related to Automated Decision-Making and Profiling:** We do not use automated decision-making or profiling.

To exercise these rights, please contact the Clerk.

### **10. Complaints:**

If you feel that your personal data has been improperly handled, you have the right to raise a complaint with the Clerk. If you remain dissatisfied, you can escalate your complaint to the Information Commissioner's Office (ICO):

- **Website:** <https://ico.org.uk>
- **Phone:** 0303 123 1113
- **Email:** casework@ico.org.uk

### **11. Publication and Accessibility:**

This Privacy Notice is published on the Council's website and is available on request. We may also provide short notices at the point of data collection (e.g., on forms, surveys, or signage) that link to this full Privacy Notice.

### **12. Review:**

This Privacy Notice is reviewed regularly to ensure it is accurate, clear, and compliant with current data protection laws. Updates will be made as necessary.

### **Conclusion:**

Great Tey Parish Council is committed to protecting your privacy and ensuring the secure handling of your personal data. We collect only the information necessary to fulfil our public duties and process it in a secure, transparent manner. You have the right to access, correct, and request the deletion of your personal data. We welcome any queries regarding this Privacy Notice and will address them promptly.