



Data Protection General Privacy Notice Policy

1. Introduction

Milton Malsor Parish Council is committed to protecting your personal data and respecting your privacy.

This privacy notice explains how the council collects, uses and protects personal information about residents, service users, visitors and others who interact with the council.

The council processes personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Who we are

Milton Malsor Parish Council is the **data controller** for the personal data we process. We may work with other organisations such as:

- Local authorities
- Community groups and charities
- Contractors and service providers
- Professional advisers

Where personal data is shared, each organisation is responsible for ensuring that it complies with data protection law.

3. What personal data we collect

Depending on your interaction with the council, we may collect and process the following types of personal data:

Identity and contact details

- Name and title
- Address
- Telephone number
- Email address

Community and service information

- Information you provide when contacting the council
- Details relating to parish services (such as allotments, hall bookings or events)
- Feedback, complaints or enquiries

Financial information

- Payment details where you make or receive payments from the council (for example for hall hire or allotment fees)

Images and recordings

- Photographs taken at public events
- CCTV recordings where systems are in operation for security purposes.

4. Special category data

In limited circumstances the council may process **special category personal data**, such as information relating to health, equality monitoring or safeguarding matters.

This will only occur where there is a lawful basis under data protection legislation and appropriate safeguards are in place.

5. How we use your personal data

The council may use your personal data for purposes including:

- Responding to enquiries or correspondence
- Providing and managing parish council services and facilities
- Administering allotments, community facilities or local events
- Processing payments, grants or financial transactions
- Maintaining council records and accounts
- Informing you about council activities, services or consultations
- Promoting community initiatives and events
- Preventing fraud and ensuring the appropriate use of public funds
- Complying with legal and regulatory obligations
- Supporting safeguarding and community safety responsibilities
- Planning and improving local services.

6. Legal basis for processing

Under the **UK GDPR**, the council relies on the following lawful bases for processing personal data:

- **Public task** – where processing is necessary for the council to perform its official functions and duties.
- **Legal obligation** – where processing is required to comply with the law.
- **Contract** – where processing is necessary for a contract with you, such as hiring a facility or renting an allotment.
- **Consent** – where you have given permission for us to use your data for a specific purpose.

7. Sharing your personal data

The council may share personal data where necessary with:

- Local authorities and public bodies
- Contractors and service providers
- Professional advisers
- Community organisations working with the council
- Law enforcement agencies where required by law.

We will only share information where there is a lawful reason to do so and appropriate safeguards are in place.

8. International transfers

If personal data is transferred outside the United Kingdom, the council will ensure that appropriate safeguards are in place in accordance with the **UK GDPR**, such as adequacy regulations or approved contractual safeguards.

9. How long we keep your data

The council retains personal data only for as long as necessary to fulfil the purposes for which it was collected.

Retention periods are determined in accordance with the council's **records retention policy**, legal requirements and recommended local government retention schedules.

10. Your data protection rights

Under the **UK GDPR**, you have the right to:

- Request access to the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request deletion of personal data in certain circumstances
- Request restriction of processing
- Object to certain types of processing
- Request transfer of your personal data to another organisation where applicable
- Withdraw consent where processing is based on consent
- Lodge a complaint with the Information Commissioner.

The council will normally respond to requests within **one month**.

11. Complaints

If you are concerned about how your personal data is handled, you can contact the **Information Commissioner's Office (ICO)**, the UK's independent authority for data protection.

12. Contact details

For questions about this privacy notice or the personal data we hold, please contact:

Milton Malsor Parish Council

Email: clerk@miltonmalsorparishcouncil.gov.uk

You may also contact the council clerk or the council's data protection lead regarding data protection matters.

13. Changes to this notice

This privacy notice will be reviewed regularly and updated when necessary. The most recent version will always be available on the council's website.

Reviewed by Milton Malsor Parish Council: March 2026

Adopted by Milton Malsor Parish Council: April 2026

Next Review Date: March 2028