

Carlton Scroop and Normanton on Cliffe Parish Council:

Privacy Notice

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Proposed and Seconded by councilors: Proposed by Councillor England, seconded by Councillor Thomas

Chair of the Council: Alan Thomas

Clerk / Responsible Financial Officer: Florence Hill

Privacy Notice

1. Introduction

Carlton Scroop and Normanton on Cliffe Parish Council (“the Council”) is committed to protecting your privacy and ensuring that personal data is handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, store, and protect your personal information.

2. Who We Are

Carlton Scroop and Normanton on Cliffe Parish Council is the data controller for the personal information we collect.

Clerk to the Council:

clerk@carltonscroopnormanton-pc.gov.uk

3. The Information We Collect

We may collect and process the following types of personal data:

- Names, addresses, telephone numbers, and email addresses
- Correspondence sent to or from the Council

- Information relating to parish council meetings (including representations made to the Council)
- Information required for employment, contracts, or financial transactions
- Complaints or queries submitted to the Council

We only collect personal data necessary to carry out our statutory functions.

4. How We Use Your Information

We process personal data to:

- Respond to enquiries and correspondence
- Consider planning applications and other statutory consultations
- Manage parish council meetings and publish minutes and agendas
- Administer contracts, services, and financial transactions
- Comply with legal obligations
- Maintain employment and contractor records

Our lawful bases for processing include:

- Public task (carrying out official functions)
- Legal obligation
- Consent (where required)
- Contract

5. How We Store and Protect Your Information

The Council takes appropriate technical and organisational measures to safeguard personal data.

- All Council documents are stored on a secure, password-protected Google Drive account.
- Access to the Google Drive is strictly limited to the Clerk and the Chair of the Parish Council.
- The Council email account is password-protected and accessible only by the Clerk and the Chair.
- Devices used to access Council systems are secured with appropriate passwords and security measures.

We retain personal data only for as long as necessary and in accordance with recommended parish council retention schedules.

6. Sharing Your Information

We will not share your personal data with third parties unless:

- We are required to do so by law
- It is necessary to carry out our statutory duties
- You have given consent

Information may be shared with relevant authorities (for example, district or county councils) where required.

7. Publication of Information

As a public authority, some information is required to be made publicly available, such as:

- Councillors' names and contact details
- Agendas and minutes of meetings

Care is taken to ensure that no unnecessary personal data is published.

8. Your Rights

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate information
- Request erasure of your data (where applicable)
- Restrict or object to processing (in certain circumstances)
- Withdraw consent (where processing is based on consent)

Requests should be made in writing to the Clerk.

9. Complaints

If you are unhappy with how your data is handled, you may contact the Council in the first instance.

You also have the right to lodge a complaint with the:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website: www.ico.org.uk
Telephone: 0303 123 1113