



GENERAL PRIVACY POLICY

1. Purpose of this notice

This Privacy Notice explains how Staplehurst Parish Council (“the Council”, “we”, “us”) collects, uses, and protects personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to processing personal data lawfully, fairly, and transparently.

2. Data Controller and Contact Details

Data Controller: Staplehurst Parish Council

Address: Staplehurst Village Centre, High St, Staplehurst, TN12 0BJ

Telephone: 01580 891761

Email: clerk@staplehurst-pc.gov.uk

Website: <https://www.staplehurst-pc.gov.uk/>

Data Protection Officer (DPO):

The Council’s appointed Data Protection Officer is GDPR-Info Ltd contactable via the Clerk’s Office.

3. What personal data we collect

Depending on your interaction with the Council, we may collect the following types of personal information:

- Name, address, contact details (email, phone number)
- Photographs and CCTV footage (for premises security)
- Correspondence with the Council (letters, emails, forms)
- Payment and banking details (for invoicing or tenancy)
- Information relating to use of Council services (e.g., allotments, hall hire)
- Employment and recruitment data (for staff, councillors, and volunteers)
- Health or other special category data (e.g., for accessibility or safety requirements)

4. How we use your information

We process personal data to carry out our statutory and administrative functions, provide local services, and engage with residents and stakeholders.

The table below sets out the lawful basis for each main category of processing:

Purpose of processing	Lawful basis under UK GDPR	Article	Example(s)
Delivering statutory council services (e.g., allotments, planning consultations, civic functions)	Performance of a task in the public interest / exercise of official authority	Art 6(1)(e)	Administering council facilities; responding to FOI requests; managing local initiatives
Compliance with legal obligations (e.g., financial reporting, health & safety, audit, transparency code)	Legal obligation	Art 6(1)(c)	Accounting, record-keeping, Freedom of Information and Data Protection requests
Managing contracts or agreements with individuals	Contract	Art 6(1)(b)	Hall hire, allotment tenancy, staff or supplier contracts
Communication and engagement with residents or partners	Public task / consent (if optional contact)	Art 6(1)(e) or (a)	Responding to enquiries, newsletters, surveys
Employment, councillor or volunteer administration	Legal obligation / contract	Art 6(1)(b) & (c)	Payroll, recruitment, member declarations
Photographs and publicity materials	Consent	Art 6(1)(a)	Event photos used on website or publications
CCTV and site security	Legitimate interests / public task	Art 6(1)(f) or (e)	Preventing crime, protecting Council property
Processing special category (sensitive) data	Explicit consent / substantial public interest	Art 9(2)(a) or (g) and DPA 2018 Sch 1 Pt 2	Health details for event participation or accessibility

5. Who we share your information with

We only share personal data when necessary and lawful. Typical recipients may include:

- Other public authorities or local councils (for joint services)
- Government departments or regulators (e.g., HMRC, ICO)
- Service providers or contractors acting on behalf of the Council
- Insurers, auditors, or professional advisers
- Law enforcement where legally required

We do not sell personal data to third parties.

6. International transfers

We store all data within the United Kingdom wherever possible.

If any data is transferred outside the UK (for example, through use of cloud-based systems), we ensure appropriate safeguards are in place in accordance with UK GDPR Chapter V.

7. How long we keep your information

We retain personal data only for as long as necessary for the purpose it was collected, in line with our Document Retention Schedule and statutory obligations.

For example:

- Council minutes and agendas – retained permanently
- Financial records – 7 years
- Routine correspondence – 2 years
- CCTV footage – normally 30 days

Full details are available on request.

8. Your rights

Under the UK GDPR, you have the following rights regarding your personal data:

- Right of access – to request copies of your personal data.
- Right to rectification – to request correction of inaccurate or incomplete data.
- Right to erasure (“right to be forgotten”) – in certain circumstances.
- Right to restrict processing – to limit how your data is used.
- Right to data portability – to obtain your data in a usable format.
- Right to object – to processing based on public task, legitimate interests, or direct marketing.
- Right to withdraw consent – where processing is based on consent.

To exercise any of these rights, contact the Town Clerk.

9. Automated decision-making

The Council does not carry out automated decision-making or profiling that has legal or similarly significant effects on individuals.

10. How we protect your information

We use appropriate technical and organisational measures to secure personal data, including password protection, access controls, encryption, and staff training.

All staff and councillors are bound by confidentiality obligations.

11. Complaints and further information

If you have any concerns about how we handle your data, please contact:

Parish Clerk

Staplehurst Village Centre, High St, Staplehurst, TN12 0BJ

Email: clerk@staplehurst-pc.gov.uk

You also have the right to lodge a complaint with:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

<https://ico.org.uk>

Adoption

This policy supersedes any previous General Privacy Notice and was approved by
Staplehurst Parish Council on 30th March 2026.....Minute...2462/6.3.....