

Privacy Notice

1. Introduction

Upper Clatford Parish Council is committed to protecting your personal data and respecting your privacy. This notice explains how we collect, use, and store your information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

We are the data controller for the personal information you provide to us.

Contact details:

Clerk to the Council

Postal Address: Upper Clatford Parish Council, c/o King Edward VII Memorial Hall, Village Street, Upper Clatford, Andover, SP11 7QL

Tel: 07356055907

Email: clerk@upperclatford-pc.gov.uk

3. What Information We Collect

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

- Name, address, telephone number, and email address
- Correspondence with the council
- Information relating to council services, events, or consultations
- Financial details (for payments, grants, or contracts)
- Photographs or video (e.g., at public events, with consent)

4. How We Use Your Information

We process your personal data to:

- Respond to enquiries and correspondence
- Manage council services, events, and consultations
- Maintain statutory records (e.g., minutes, registers)
- Comply with legal obligations
- Manage contracts, grants, and payments

5. Legal Basis for Processing

We process personal data under one or more of the following lawful bases:

- **Public task** – to carry out our official functions
- **Legal obligation** – to comply with the law
- **Consent** – where you have given clear permission
- **Contract** – where processing is necessary for an agreement with you

6. Sharing Your Information

We will not sell your data. We may share it with:

- Government bodies or regulators where required by law
- Service providers working on our behalf
- Other public authorities where necessary for council functions

7. How Long We Keep Your Data

We keep personal data only as long as necessary for the purpose it was collected, in line with our retention policy.

8. Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion
- Object to or restrict processing
- Withdraw consent (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

9. Changes to This Notice

We may update this notice from time to time. The latest version will always be available on our website or from the Parish Clerk.