

Longframlington Parish Council Privacy Policy

Approved 4th March 2026

Longframlington Parish Council ("the Council", "we", "us") is committed to protecting your privacy and ensuring that your personal data is handled lawfully, transparently, and securely. We are committed to full compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

This policy outlines how we collect, use, store, and protect personal data.

1. Who We Are (Data Controller)

Longframlington Parish Council is the data controller for the purposes of UK GDPR and the Data Protection Act 2018.

Address: Parish Clerk, Longframlington Parish Council, 5 Wardle Terrace, Longframlington, Morpeth, NE65 8AB

Email: clerk@longframlington-pc.gov.uk

Telephone: 01665 570 347

2. Data Protection Lead

The **Parish Clerk** is the designated data protection lead.

3. Data Protection Registration

We are registered with the Information Commissioner's Office (ICO). Our ICO reference number is Z2680444.

4. Our Legal Bases for Processing

We process personal data under the following lawful bases:

- Consent
- Legal obligation
- Public task

Longframlington Parish Council affirms adherence to the professional standards, good governance practices, and ethical guidance). We commit to maintaining lawful, transparent, and accountable data-handling practices. We process personal data under the lawful bases set out in Article 6 of UK GDPR: consent, legal obligation, contractual necessity (where applicable), and public task. Special category data is processed only under Article 9 conditions.

5. When You Contact Us

We collect only the personal information necessary to respond to enquiries, provide information, and deliver Council services. This may include your name, address, email, telephone number, and organisation. We do not share your data with third parties unless required by law.

6. **Data Retention**

We retain your data only as long as necessary for the purpose it was collected. Data is securely deleted when no longer required. Please refer to our Retention and Disposal policy, Document Storage Procedure and List of Documents for Retention or Disposal (*insert links*)

7. **Your Data Rights**

You have the right to access, correct, delete, restrict, or object to processing of your personal data.

8. **Children's Data**

We do not process personal data of children under 13 without verified parental or guardian consent.

9. **Information Security.** We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, alteration, or disclosure. which provide full details of our procedures and retention periods.

10. **Data Breach Identification and Reporting**

The Council takes data breaches seriously and follows UK GDPR requirements to manage them promptly and responsibly.

Identifying a Data Breach

A data breach may involve lost information, unauthorised access, misdirected communications, or any event that risks personal data being exposed.

Internal Reporting Procedure

Any concerns about a potential breach must be reported immediately to the Parish Clerk, the Council's Data Protection Lead. The Clerk will log the issue, assess the situation, and take steps to contain and resolve it.

Communication with Affected Individuals

Where there is a high risk to individuals, the Council will contact those affected directly with clear information and guidance.

Notifying the ICO (Within 72 Hours)

If a breach is likely to impact individuals' rights, the Council will report it to the ICO within 72 hours, providing details of what happened and the actions taken.

Post-Incident Review

After any breach, the Council will review what happened and update procedures to help prevent similar incidents in future.

11. **Use of Cookies**

Our website uses cookies to improve user experience.

What are cookies?

Cookies are small files stored on your device that track, save, and store information about your interactions with the website. This allows the website to provide a tailored experience.

Cookie Control System:

Where required, the website uses a cookie control system allowing you to grant or deny permission for the use of cookies upon first visit.

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Blocking Cookies:

Users can block cookies through their browser settings, which may affect website functionality.

12. **Website Visitor Tracking**

Tracking software may be used to understand website usage. This software stores cookies on your device but does not collect personal information.

13. **Adverts and Sponsored Links**

The website may contain sponsored links and adverts served by third-party organisations. Clicking on these may result in tracking cookies being placed on your device. Users click external links at their own risk.

14. **Downloads**

Documents or files provided on the website are downloaded at the user's own risk. The Council accepts no responsibility for third-party downloads.

15. **Contacting the Council Through the Website**

When you contact us via the website, you do so voluntarily and at your own discretion. Any personal information provided is stored securely until no longer required.

16. **Email Alerts Service & HugoFox Affirmation**

The Council's Email Alerts (Email Alerts') service is provided by HugoFox Ltd. Subscriber personal data is collected, processed, and stored by HugoFox on our behalf in full compliance with UK GDPR, the Data Protection Act 2018, and PECR.

Longframlington Parish Council confirms HugoFox Ltd as its approved provider for the Email Alerts service and acknowledges their compliance with industry-standard safeguards and data protection practices.

17. **Complaints**

Complaints will be acknowledged within 30 days. Responses will be provided 'without undue delay', in line with the Data (Use and Access) Act 2025. If you are concerned about how your data is handled, you may contact the Parish Clerk or the Information Commissioner's Office (ICO) at casework@ico.org.uk or 0303 123 1113.

18. **Policy Review**

This policy is reviewed annually or when legislation changes. Updates are published on our website.

Parish Council's Data Protection Regulations Documentation

The Parish Council has adopted the following documents and procedures to comply with GDPR, and which demonstrate the Council's commitment to transparency and openness which can be found within the **Documents** (*provide link*) section of this website.

- Information Technology Policy
- Information Data Protection Policy
- Privacy Policy
- Consent to hold Contact Information

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- Retention & Disposal Policy
- Document Storage Procedure
- List of Documents for Retention or Disposal
- Social Media and Electronic Communication Policy
- Management of Transferable Data Policy

Acknowledgements

Longframlington Parish Council acknowledges the Society of Local Council Clerks (SLCC) for the guidance documents that informed the development of this policy. We also recognise HugoFox Ltd for the support materials that helped ensure accessible and effective community communication.