



Sandhurst Parish Council

Privacy Policy 2025/26

1 Introduction

As a Parish Council and Data Controller, the Council collects, holds, and processes information, including personal information, about residents, the people it provides services to, and other individuals. It does this to provide its services as effectively and efficiently as possible.

The Council recognises that it must treat the information it holds about individuals responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you.

Our main contact details can be found [here](#).

For general information about Data Protection, the law, and good practice, please visit the Information Commissioner's website. The Information Commissioner is the statutory governing body for data protection in England and Wales.

2 Who is our Data Protection Officer?

The Council's Data Protection Officer is Satswana Ltd, Suite G12 Ferneberga House, Alexandra Road, Farnborough, GU14 6DQ. admin@satswana.com.

3 What information do we collect about you and for what purpose?

We may collect personal data about you, which covers basic details such as name, address, and telephone number. We also collect some sensitive information, such as ethnicity and religious beliefs, but only where it is necessary to provide a service or for monitoring the equality of our employees. We will always explain to you why and how this information will be used.

The legal basis for processing the data is:

- **Contract:** the processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract
- **Legal obligation:** The processing is necessary for us to comply with the law

- Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law
- Consent: the individual has given explicit consent for us to process their data for a specific purpose

We process personal information to provide a range of government services to the local community. Information we process includes:

- maintaining our own accounts and records
- supporting and managing our employees
- promoting the services we provide
- marketing our local tourism
- managing our property
- providing leisure and cultural services
- carrying out surveys
- crime prevention and prosecution of offenders, including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and a public authority

If you would like to know more about the Council's functions and duties, please see the Council's website at <https://www.sandhurstparishcouncil.gov.uk>

We will process personal data for the following purposes:

- For the purpose to which you provided the information.
- To ensure that the Council meets its legal requirements.
- To process financial transactions to and from the Council
- Where you have consented to the processing or for a contract you have entered into with us
- Where necessary to protect individuals from harm or injury
- Where otherwise permitted under data protection legislation, e.g. disclosure to comply with legal obligations.

4 External Content and Links

You may find links to external websites throughout the Sandhurst Parish Council site. Although we make every effort to ensure that these links are accurate, up-to-date, and relevant, Sandhurst Parish Council cannot take responsibility for pages maintained by external providers.

Please note that external links from this website may include material of a political nature. Sandhurst Parish Council takes no responsibility for the information contained

on external links from this website. Views expressed by individual Councillors on their webpages or external sites they link to are not necessarily those of the Council itself.

5 Further Processing

Suppose we wish to use your data for a new purpose that is not in line with the original purpose for which you provided it to us. In that case, we will provide you with a new notice explaining this new use prior to commencing processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

6 When do we share your personal data with third parties?

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances in which we would share without consent, such as when required by law, to safeguard public safety, or in situations of risk of harm or emergency. Any information that is shared will only be disclosed on a need-to-know basis, with appropriate individuals. Only the minimum necessary information for the purpose will be shared.

7 How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept in line with our retention guidance. All information will be held securely and destroyed in a confidential manner.

8 Your rights

You have several rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you must submit your request in writing and provide proof of identification to the contact address.

You also have a right to make a complaint about our handling of your data to the Information Commissioner's Office <https://ico.org.uk/>

9 Providing Accurate Information

It is important that we hold accurate and up-to-date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

10 Further information

If you have any questions or concerns about how your information is used, please get in touch with Sandhurst Parish Council in the first instance, you can email the clerk at clerk@sandhurstparishcouncil.gov.uk or send a letter by post to: The Clerk, Sandhurst Parish Council, Old School Hall, Back Road, Sandhurst, Kent TN18 5JS.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

11 External Email Privacy Policy

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