



Dummer Parish Council

Privacy Statement

Document Control Details:

Date of policy: July 2025

Approved by: Full Council

Date of meeting: 14th July 2025

Policy effective from: 14th July 2025

Date for next review: May 2026

This privacy notice tells you what to expect us to do with your personal information.

We are required to collect and use your personal information in order to provide services. Most of the services we provide are statutory. This means there will be legislation in place which will set out what information we need from you and what we can do with it.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Dummer Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Dummer Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date:

- by storing and destroying it securely;
- by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To carry out our legal duties and obligations as a Parish Council;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, and activities in the parish.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events and activities
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

- Processing is carried out ensuring there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. In some cases, we will share your data with other organisations. We will only do this where we have a lawful reason to. When we collect your data, we will let you know who we will share it with.

6. Your rights and your personal data

You can ask to see what data we hold about you and ask to be sent a copy. This is called a Subject Access. This will be free of charge unless there is a lot of work or a lot of photocopying or postage, which we are allowed to charge a reasonable fee for.

You can also ask us to:

- Correct your data if you think it is wrong;
- Stop using your data if you think we should no longer be using it;
- Stop using your data if you think it is inaccurate, until it's put right;
- Ask that no automated processing takes place with your data;
- Ask for any automated portable electronic data file we hold on you to be sent to another organisation;
- Consider any complaint you have about how we have used your data.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Statement, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

8. What information we collect, use, and why

We may collect or use the following information for **service updates or marketing purposes**:

- Names and contact details;
- Addresses;
- Location data;
- Recorded images, such as photos or videos;

- Records of consent, where appropriate.

We may collect or use the following information for **research or archiving purposes**:

- Recorded images, such as photos or videos;
- Personal information used for administration of research;
- Personal information used for the purpose of research;
- Records of consent, where appropriate.

We may collect or use the following information to **comply with legal requirements**:

- Name;
- Contact information;
- Financial transaction information;
- Any other personal information required to comply with legal obligations;
- Health and safety information;
- Safeguarding information.

We may collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address);
- Date of birth;
- Employment history (eg job application, employment references or secondary employment);
- Education history (eg qualifications).

We may collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details;
- Address;
- Video recordings of public areas;
- Audio recordings of public areas;
- Dashcam footage – outside vehicle;
- Dashcam footage – inside vehicle;
- Relevant information from previous investigations;
- Information relating to health and safety;
- Correspondence.

9. Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website. Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** – You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access](#);
- **Your right to rectification** – You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification](#);
- **Your right to erasure** – You have the right to ask us to delete your personal information. [Read more about the right to erasure](#);
- **Your right to restriction of processing** – You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing](#);
- **Your right to object to processing** – You have the right to object to the processing of your personal data. [Read more about the right to object to processing](#);
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability](#);
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent](#).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details in section 13 of this privacy notice.

10. Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- **Consent** – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time;

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time;
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability;
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time;
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability;
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- Consent – we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Vital interests – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

11. Where we get personal information from

- Directly from you;
- Councils and other public sector organisations;
- Publicly available sources.

12. How long we keep information

We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. However, we will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority.

13. Policy Review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address best practice and legislative changes.

14. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using these contact details:

Telephone: 07436786896

Email: clerk@dummerparishcouncil.gov.uk

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>