



Rolvenden Parish Council

Privacy Notice

Rolvenden Parish Council ("the Council", "we", "us") is committed to protecting your personal data and to being clear about how we use it.

This Privacy Notice explains what personal data we collect, why we collect it, what we do with it, how long we keep it, and what rights you have. It reflects our obligations under the UK General Data

Personal data

Rolvenden Parish Council is Protection Regulation ("UK-GDPR") and the Data Protection Act 2018.

It applies to residents, councillors, employees, volunteers, contractors, suppliers, and anyone else who contacts or deals with the Council.

This notice should be read alongside the Council's Data Protection Policy, which sets out how we meet our obligations internally.

Who is responsible for your personal data

Rolvenden Parish Council is the Data Controller for the personal data described in this notice.

Data Controller	Rolvenden Parish Council
Address	5 Artisan Road, Headcorn, TN27 9AZ
Email	clerk@rolvendenparishcouncil.gov.uk
Telephone	07900 693572
ICO registration	ZB947259

Data Protection Officer

Parish councils are not required by law to appoint a Data Protection Officer. Day-to-day responsibility for data protection sits with the Clerk and Proper Officer.

What personal data we collect

Depending on how you deal with the Council, we may collect and use:

- your name, postal address, email address and telephone number;
- the content of your correspondence, enquiries, complaints and representations;
- information you give us when you use a Council service or facility, or book a stall or concession at a Council event;
- information relating to councillors, employees and volunteers, including recruitment, employment and payroll records;
- information about suppliers and contractors, including bank and payment details;
- your attendance at, or participation in, Council meetings and consultations;
- information you provide in a grant application;
- information you submit through a form on our website;
- representations you make about a planning application.

We collect only what we need for the purposes described in this notice.

Website visitors

You can browse the Council's website without telling us who you are.

If you complete a form on the website, we receive the information you enter, including your name, your email address and whatever you write in the message.

Our website is hosted and maintained on our behalf by a third-party supplier, who acts as our data processor. Like most websites, ours may set cookies or load components (such as fonts or maps) from other organisations, which can involve your device sending information such as your IP address to them. Where the Council uses any cookie that is not strictly necessary for the website to work, we will ask for your consent first.

Where we get your personal data from

Most of the personal data we hold comes directly from you, when you contact us, apply for something, attend a meeting, or work for or with the Council.

We may also receive personal data about you from Maidstone Borough Council, Kent County Council, other public authorities, our contractors and suppliers, or from a councillor acting on your behalf at your request.

Why we use your personal data, and our lawful basis

Data protection law requires us to have a lawful basis for using your personal data. The table below sets out what we use it for and the basis we rely on.

What we use it for	Lawful basis	Where that comes from
Delivering Council services and maintaining Council facilities and open spaces	Public task	Local Government Act 1972 and the Council's statutory functions
Responding to your enquiries, correspondence and complaints	Public task	Council's Complaints Policy
Administering Council and committee meetings, and publishing agendas and minutes	Legal obligation and public task	Local Government Act 1972; Openness of Local Government Bodies Regulations 2014
Consulting residents on planning applications and other matters	Public task	Town and Country Planning legislation
Employing and managing staff, including payroll and pensions	Contract and legal obligation	Employment and tax legislation
Managing councillors, including registers of interests	Legal obligation	Localism Act 2011
Procuring and managing contracts with suppliers	Contract and public task	Council's Financial Regulations
Maintaining accounts and statutory financial records, and enabling audit	Legal obligation	Local Audit and Accountability Act 2014; Accounts and Audit Regulations 2015
Responding to information requests	Legal obligation	Freedom of Information Act 2000; Environmental Information Regulations 2004; UK-GDPR
Assessing grant applications	Public task	Local Government Act 1972 s.137
Organising Council events	Public task	Local Government Act 1972
Sending you email updates, where you have asked to receive them	Consent	You may withdraw consent at any time

"Public task" means processing that is necessary for us to perform a task in the public interest or in the exercise of our official authority. Most of what the Council does falls into this category.

Where we rely on your consent, you can withdraw it at any time, and we will stop the processing that

Special category data and criminal offence data

Some personal data is treated as more sensitive. This includes information about your health, racial or ethnic origin, religious beliefs, political opinions, trade union membership, sex life or sexual orientation, and genetic or biometric data.

We do not usually seek this information, but we may receive it, for example if you tell us about a health condition when you write to us, or in the course of employing staff.

Where we process it, we do so only where an additional condition under Article 9 UK-GDPR applies, most commonly because it is necessary for reasons of substantial public interest, for employment purposes, or because you have made the information public yourself.

We may process information about criminal convictions and offences where we are required or permitted to do so by law.

Who we share your personal data with

We do not sell your personal data, and we do not share it for marketing.

We may share it where lawful and necessary with:

- Ashford Borough Council, Kent County Council and other public authorities;
- our internal and external auditors, and professional advisers;
- our IT, website, payroll and system providers, who act as our data processors;
- HMRC and other regulatory bodies;
- the police and other law enforcement agencies, where we are legally required or permitted to do so;
- the emergency services, where necessary to protect someone's life.

Where a supplier processes personal data on our behalf, we have a written contract in place requiring them to protect it and to use it only on our instructions.

Information published by the Council

The Council is required to publish certain information, including agendas, minutes and financial records. These may contain personal data, for example the names of councillors, or the substance of a matter you have raised with the Council.

Where a matter concerns an identifiable individual and it would not be appropriate to publish the detail, the Council will consider it in a part of the meeting from which the public is excluded, and the minutes will be recorded accordingly.

How we keep your data secure

We have technical and organisational measures in place to protect personal data against unauthorised access, loss, misuse and disclosure. These include controls on who can access information, encryption of Council devices, secure disposal of paper records, and requirements on our suppliers.

These measures are set out in more detail in the Council's Data Protection Policy and IT Policy.

How long we keep your personal data

We keep personal data only for as long as we need it for the purpose we collected it for, or for as long as the law requires.

Type of record	How long we keep it	Why
Minutes, agendas and statutory registers	Permanently	Public record of the Council's decisions
Accounts, invoices and financial records	Six years plus the current year	Audit and tax requirements
Employment records	Six years after employment ends	Limitation periods for employment claims
Recruitment records for unsuccessful applicants	Six months after the decision	Time limit for discrimination claims
General correspondence and enquiries	Until the issue is resolved	Unless part of a matter needing longer retention
Complaints	Six years from resolution	Limitation period
Planning consultation responses	Until the application is determined, then two years	Council's role is consultative
Grant applications	Six years	Audit trail for public money

When we no longer need personal data, we delete or destroy it securely.

Full details are set out in the Council's retention schedule, which is available on request.

Your rights

You have the right to:

- be told how we use your personal data, which is what this notice is for;
- ask for a copy of the personal data we hold about you;
- ask us to correct data that is wrong or incomplete;
- ask us to delete your data, in some circumstances;
- **S**ask us to restrict how we use your data, in some circumstances;

How to exercise your rights

Complaints

If you are unhappy with how we have handled your personal data, please tell us first, so that we have the opportunity to put it right. Contact the Clerk using the details in section 2.

You also have the right to complain to the Information Commissioner's Office at any time. You do not have to come to us first.

Information Commissioner's Office	Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone	0303 123 1113
Website	www.ico.org.uk

Changes to this notice

We may update this notice from time to time. The current version is always published on the Council's website. This version was published on the date shown below.