

Moretonhampstead Parish Council – Privacy Notice

1. Who we are

Moretonhampstead Parish Council is a public authority and the data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This means we are responsible for deciding how we use your personal data.

Our contact details are:

Clerk to the Council

Email: clerk@moretonhampstead-pc.gov.uk

Phone: 01647 440041

Website: www.moretonhampstead-pc.gov.uk

Further information about how we handle personal data is available in our Data Protection Policy, which can be found on our website or obtained from the Clerk on request.

2. What data we collect

We may collect and process personal data including:

- Name, address, telephone number, and email address
- Photographs (for example, from council events)
- Views, opinions or correspondence submitted to the Council
- Financial details (for payments, grants, or contracts)
- Employment-related data (for staff, councillors or applicants)
- Any other personal data you provide to us through correspondence or interaction

3. Why we collect your data

We collect your data in order to:

- Carry out our duties as a parish council
- Communicate with residents and respond to enquiries
- Manage contracts, payments, and financial transactions
- Maintain records required by law
- Administer grants, applications, consultations or community engagement
- Fulfil our statutory functions and powers (for example, planning responses and public services)

4. Our lawful bases for processing

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

- **Legal obligation** - to comply with legal and statutory duties
- **Public task** - to carry out tasks in the public interest or in the exercise of official authority
- **Consent** - where you have given clear permission (for example, mailing lists)
- **Contract** - to fulfil contractual obligations (for example, suppliers or service providers)
- **Legitimate interests** - for reasonable and proportionate purposes which are not overridden by your rights

5. Who we share your data with

We will only share your personal data where necessary and lawful, and only with:

- Councillors or staff involved in relevant council matters
- Professional advisors or service providers (for example, payroll services or website hosting providers)
- External authorities or organisations where required by law (for example, auditors, HMRC, district or county councils)
- Other parties, where you have given explicit consent

We do not sell or rent your data to third parties.

6. How we store your data

Your personal data is stored securely:

- Electronically, on password-protected devices and secure Microsoft 365 cloud storage
- Physically, in locked cabinets within the Parish Office

We retain data only for as long as necessary, in accordance with our Records Retention Schedule, and dispose of it securely when it is no longer required.

Some of our electronic data is stored using Microsoft 365 cloud services. Data is stored within the UK or European Economic Area (EEA). Where data is transferred outside the UK or EEA, appropriate safeguards are in place to ensure your personal data remains protected in accordance with UK GDPR.

7. Your data protection rights

Under data protection law, you have the right:

- To be informed about how your personal data is used
- To request access to your personal data
- To request correction of inaccurate or incomplete data
- To request erasure of your data, in certain circumstances
- To request restriction of processing or to object to processing, where applicable
- To withdraw consent, where processing is based on consent

To exercise any of your rights, please contact the Clerk using the details above.

8. Cookies and website data

Our website may use cookies to improve user experience and website functionality. You can control or disable cookies through your browser settings. Further information is available in our [website privacy policy](#).

9. Complaints

If you are unhappy with how we have handled your personal data, please contact the Clerk in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Phone: 0303 123 1113

10. Further information

This Privacy Notice provides a summary of how we use personal data. More detailed information is available in the Council's Data Protection Policy, which is published on our website or available from the Clerk upon request.

Adopted by Moretonhampstead Parish Council: [Insert adoption date]

Next review date: