

Horham and Athelington Parish Council

Privacy Notice and Data Protection Policy

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. The processing of personal data is governed by the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Who Are We?

This Privacy Policy is provided to you by the council, which is the data controller for your data. We decide how your personal data is processed and for what purposes.

3. What Data Do We Collect?

The council may process some or all of the following personal data where necessary:

- Names, titles, aliases, and photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Financial identifiers such as bank account details (when processing payments)
- Where relevant to council services, we may process gender, age, marital status, and family composition.

4. How Do We Use Your Personal Data?

We use your data to comply with our legal obligations as a local authority. This includes: [[1](#), [2](#)]

- Delivering local services;
- Carrying out council operations, consultations, and managing public meetings;
- Maintaining our own accounts and records;
- Managing our employees, volunteers, contractors and councillors.

We will only use your data for the purpose it was supplied and will never share or sell your data to third parties for marketing.

5. What is the Legal Basis for Processing Your Data?

We process your personal data under the following legal bases:

- **Public Task:** Processing is necessary for us to perform a task in the public interest or to exercise our official authority as a public body.
- **Legal Obligation:** Processing is required to comply with our statutory duties.
- **Contract:** Processing is necessary to fulfil a contract.
- **Consent:** We will seek your explicit consent if we process your data for reasons outside of our core statutory duties.

6. How Long Do We Keep Your Personal Data?

We will keep your data only for as long as necessary. We will delete it when it is no longer needed. Some records must be kept permanently as required by law. Financial records are typically kept for a minimum of 8 years to comply with HMRC audits.

7. Your Rights and Your Personal Data

You have the following rights regarding your personal data:

- **Right of access:** You can request a copy of the information we hold about you.
- **Right to rectification:** You can ask us to correct any data you believe is inaccurate.
- **Right to erasure:** You can ask us to delete your personal data when it is no longer necessary.
- **Right to withdraw consent:** You can withdraw your consent to process your data at any time.

8. How to Contact Us

To exercise your rights, ask questions, or report a data breach, please contact us:

- **Data Protection Officer:** Parish Clerk
- **Email:** clerk@horhamathelington-pc.gov.uk
- **Telephone:** 07306 885885
- **Website:** <https://horhamathelington-pc.gov.uk>