



## GENERAL PRIVACY POLICY

### 1. Who We Are

Aldbourn Parish Council is a local authority and acts as the data controller for the personal data it processes.

#### Contact details:

Clerk to the Council

Email: [clerk@aldbourne-pc.gov.uk](mailto:clerk@aldbourne-pc.gov.uk)

Website: [www.aldbourne-pc.gov.uk](http://www.aldbourne-pc.gov.uk)

Postal address: Available on request

### 2. What is Personal Data?

Personal data is information to an identified or identifiable living individual. This includes names, contact details, photographs, recordings, or online identifiers.

### 3. What is Personal Data We Process

Depending on your interaction with the Council, we may process:

- Names, titles and photographs.
- Contact details (address, email address, telephone number).
- Correspondence and communications.
- Information required to provide services or facilities (for example allotments, land hire).
- Financial information relating to payments, grants or reimbursements.
- Website usage data (IP address, browser type, device information, cookies).
- Images or recordings from public meetings or community events (where applicable).

The Council does not routinely collect special category data. Where it is necessary to do so, it will be handled lawfully and with appropriate safeguards.

### 4. How We Use Your Personal Data

We use your personal data to:

- Deliver council services and facilities.
- Respond to enquiries and correspondence.
- Maintain accounts and records.
- Meet legal and statutory obligations.
- Administer meetings, consultations and events.
- Improve council services and website content.
- Communicate information you have requested.

## **5. Lawful Bases for Processing**

The Council processes personal data under the following lawful bases as set out UK GDPR:

- Legal obligation – where processing is required by law.
- Public task – where processing is necessary to perform statutory duties as a local authority.
- Contract – Where processing is necessary for an agreement with you.
- Consent – where you have given clear permissions (which can be withdrawn at any time).

## **6. Sharing Your Personal Data**

The Council will only share personal data where it is lawful and necessary. This may include sharing with:

- Contractors or service providers working on behalf of the Council.
- Other local authorities or public bodies.
- Regulators or law enforcement agencies, where required by law.

All third parties are required to keep your data secure and process it only for the agreed purpose.

## **7. Data Retention**

The Council retains personal data only for as long as necessary. Some records must be retained to meet legal, audit or statutory requirements, including:

- Financial records.
- Records required for statutory, historical or governance purposes.

Further information is set out in the Council's Document Retention Policy.

Data is securely destroyed once it is no longer required.

## **8. Your Rights**

Under data protection laws, you have to a right to:

- Access your personal data.
- Request correction of inaccurate or incomplete data.
- Request erasure of personal data (where applicable).
- Restrict or object to processing.
- Request data portability.
- Withdraw consent at any time (where consent applies).
- Lodge a complaint with the Information Commissioner's Office (ICO).

### **ICO Contact Details:**

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

## **9. Cookies and Website Data**

The Council's website may use cookies to improve functionality and understand visitor usage. You can control cookies through your browser settings. See Cookie Policy on the website for more information.

## **10. Transfer Outside the UK**

The Council does not routinely transfer personal data outside the UK. Where an international transfer is required, appropriate safeguards will be put in place.

## **11. Review**

This policy shall be reviewed every 3 years or earlier if required by changes in legislation.

Date of Policy Adoption	4 March 2026
Agenda Item	192/26c
Policy Version number	V2
Date of next review	2029