



Redgrave Parish Council

GENERAL PRIVACY NOTICE

1. Personal Data – What is it?

“Personal data” means any information about a living individual that allows them to be identified from that data. This may include (but is not limited to): name, address, email address, telephone number, photographs, video, or other identifiers.

Identification can be direct (for example, using the data itself) or indirect (for example, by combining it with other information).

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

2. Who are we?

This Privacy Notice is provided to you by **Redgrave Parish Council**, which is the **Data Controller** for your data.

Other data controllers we may work with include:

- Local authorities
- Community groups
- Charities
- Contractors and suppliers
- Other not-for-profit organisations

Where we act as **joint data controllers**, we and those organisations are collectively responsible to you for your data. Where those organisations act independently, they are separately responsible for their processing, and you should contact them directly for queries or complaints.

This Privacy Notice explains what personal data the Council processes, why it is processed, and your rights.

3. The Data We Process

The Council may process some or all of the following categories of personal data where necessary to carry out its functions:

- Names, titles, aliases, and photographs
- Contact details (telephone numbers, addresses, and email addresses)
- Information such as gender, age, marital status, nationality, and family composition, where relevant to Council services
- Employment, education, or volunteer history
- Financial identifiers (for payments, grants, or contracts)

We may also process **special categories of personal data** (which require higher protection), such as:

- Racial or ethnic origin
 - Religious or philosophical beliefs
 - Health information (mental or physical health, medication, injuries)
 - Political beliefs and trade union membership
 - Sexual orientation
 - Criminal convictions
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4. How We Use Special Category Data

We will only process sensitive personal data where there is a lawful basis and additional safeguards, including:

- With your explicit written consent
 - To comply with legal obligations
 - Where it is necessary in the public interest
 - To establish, exercise, or defend legal claims
 - To protect your vital interests or those of another individual where you cannot consent
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5. How We Use Your Personal Data

We use your personal data for some or all of the following purposes:

- To deliver public services and meet statutory obligations
 - To confirm identity and contact you regarding Council services
 - To manage accounts, contracts, and records
 - To process financial transactions, including payments and grants
 - To maintain transparency by publishing legally required information (in line with the **Transparency Code for Smaller Authorities (2015)**)
 - To administer facilities, allotments, and community assets
 - To ensure safeguarding of children and adults-at-risk
 - To notify you of Council meetings, services, events, or changes
 - To respond to Freedom of Information (FOI) and Data Subject Access Requests (DSARs)
 - To prevent and detect fraud and corruption in the use of public funds
 - To protect community assets through the use of CCTV (where installed)
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6. Lawful Basis for Processing

The Council processes personal data under one or more of the following lawful bases:

- **Legal obligation:** processing is necessary for compliance with the law or to discharge statutory functions.
 - **Public task:** processing is necessary for performing a task in the public interest or in the exercise of official authority.
 - **Contract:** processing is necessary to perform a contract or to take steps to enter into one (e.g. allotment tenancy agreements).
 - **Consent:** in limited cases, where we rely on your explicit agreement. You may withdraw your consent at any time.
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7. Sharing Your Personal Data

We will only share your personal data with third parties where there is a **lawful basis** for doing so. These may include:

- Other local authorities or public bodies
- Our contractors, suppliers, and service providers
- Not-for-profit organisations with which we run joint initiatives

All third parties must comply with data protection law and implement appropriate security measures.

8. How Long We Keep Your Personal Data

The Council keeps records only for as long as necessary to fulfil the purposes they were collected for, including legal, accounting, or reporting requirements.

Retention periods are set out in the Council's **Records Management and Retention Policy**, which is available on request. Examples include:

- Financial records – at least 8 years (HMRC requirement)
 - Legal and contract records – up to 6 years
 - FOI and complaints records – up to 3 years
 - Minutes – permanent archive
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9. Your Rights

You have the following rights regarding your personal data:

1. **Access** – to request copies of your personal data
2. **Rectification** – to have inaccurate or incomplete data corrected
3. **Erasure** – to request deletion of your data (where lawful to do so)
4. **Restriction** – to limit processing in certain circumstances
5. **Objection** – to object to processing in certain circumstances
6. **Data portability** – to request data transfer to another controller where feasible
7. **Withdraw consent** – where processing is based on consent
8. **Complain** – to the **Information Commissioner's Office (ICO)** if you believe your rights are not being respected

The ICO can be contacted at:

- Tel: 0303 123 1113

- Website: <https://ico.org.uk/>
 - Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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10. Transfer of Data Abroad

Any transfer of personal data outside the UK will only take place where adequate safeguards are in place, for example:

- Countries subject to UK adequacy decisions
 - Use of standard contractual clauses approved under UK GDPR
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11. Further Processing

If we need to process your personal data for a new purpose not covered by this Privacy Notice, we will provide you with a new notice explaining this before the new processing begins. Where necessary, we will seek your consent.

12. Accessibility and Transparency

This Privacy Notice is published on the Council's website and is available in paper format on request. The Council ensures that published information complies with the **Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 (WCAG 2.2 AA)**.

13. Contact Details

For any questions, requests, or to exercise your data protection rights, please contact:

Parish Clerk, Redgrave Parish Council

Tel: 07739 898523

Email: clerk@redgrave-pc.gov.uk

Website: <http://redgrave.onesuffolk.net/parish-council/>
