

North Marston Parish Council

Privacy Notice

Last updated: September 2025

1. Introduction

North Marston Parish Council (“the Council”) is the data controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). This Privacy Notice explains what personal information we collect, why we collect it, how we use and protect it, and your rights under the law.

2. Information We May Collect

We may collect the following types of personal data:

- Contact and identity data (names, addresses, phone numbers, email addresses).
- Details relevant to Council services (allotments, bookings, correspondence).
- Special category data (only where legally required and with safeguards, e.g. health or accessibility information for events).

3. How We Use Your Information & Legal Basis

We process personal data to:

- Fulfil statutory duties and legal obligations (arranging meetings, maintaining statutory registers).
- Perform tasks in the public interest (community services, planning responses).
- Deliver contracted services (facility bookings, allotments).
- Communicate with you at your request or with your consent (newsletters, service updates).
- Maintain accounts and audit records.

4. Sharing Your Information

We may share personal data with:

- Contractors or service providers working on behalf of the Council.
 - External auditors, legal or professional advisers.
 - Authorities or emergency services if required by law.
- Any third party is bound by data protection obligations.

5. Data Retention

We keep personal data only as long as necessary for its purpose or to meet legal requirements (for example, financial records are kept for at least 8 years). Once no longer required, data is securely deleted or anonymised.

6. Data Security

We apply appropriate technical and organisational measures to protect personal data from unauthorised access, loss, alteration or disclosure. Access is limited to authorised personnel only.

7. Your Rights

Under data protection law, you have the right to:

- Access your personal data.
- Have inaccurate data corrected.
- Have data erased (in certain circumstances).
- Restrict or object to processing.
- Receive your data in a portable format.
- Withdraw consent at any time (where processing is based on consent).

If you are unhappy with how your data is handled, please contact us. You also have the right to complain to the Information Commissioner's Office (ICO).

8. Data Protection Officer

Our Clerk acts as Data Protection Officer for North Marston Parish Council and oversees compliance, subject access requests and data breaches.

9. Children

We do not knowingly process personal data of children under 13 without explicit parental or guardian consent.

10. Automated Processing

We do not carry out automated decision-making or profiling using personal data.

11. International Transfers

We do not transfer personal data outside the UK unless adequate safeguards are in place.

12. Changes to This Notice

We review this Privacy Notice regularly. Any updates will be published on our website (<https://northmarston.org>).

13. Contact Us

For queries, concerns or to exercise your rights, please contact:

Clerk & Data Protection Officer
North Marston Parish Council
Email: northmarston@gmail.com

If unresolved, you may contact the Information Commissioner's Office:
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113