

RUNWELL PARISH COUNCIL

GENERAL DATA PROTECTION REGULATION (GDPR)

GENERAL PRIVACY NOTICE

ADOPTED: 2nd March 2026 Minute 185-26/03



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1. Your Personal Data – What Is It?

“Personal data” means any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or postal address).

Identification can be:

- Direct (from the data itself), or
- Indirect (by combining it with other information).

The processing of personal data is governed by legislation applicable in the United Kingdom, including:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Human Rights Act

2. Who Are We?

This Privacy Notice is provided by:

Runwell Parish Council therefore ‘The Council’

The Council is the **Data Controller** for your personal data.

Other Data Controllers We Work With

- Other local authorities
- Community groups
- Charities
- Other not-for-profit entities
- Contractors
- Credit reference agencies

We may share personal data with these organisations where necessary for them to carry out responsibilities on behalf of the Council.

Where data is processed jointly for the same purpose, the parties may be Joint Data Controllers, meaning we are collectively responsible.

Where organisations process data independently, each organisation is independently responsible for compliance and responding to your rights requests.

3. Personal Data We May Process

Where necessary to perform its duties, the Council may process:

Identification Data

- Names, titles, aliases
- Photographs

Contact Information

- Telephone numbers
- Postal addresses
- Email addresses

Personal Background Information (Where Relevant)

- Gender
- Age
- Marital status
- Nationality
- Education and work history
- Academic/professional qualifications
- Hobbies
- Family composition and dependants

Financial Information

(Where applicable for services such as hall hire)

- Bank account numbers
- Payment card numbers
- Payment/transaction identifiers
- Policy numbers
- Claim numbers

Special Category (Sensitive) Data

May include:

- Criminal convictions
- Racial or ethnic origin
- Physical or mental health information
- Medical treatment information
- Political beliefs
- Trade union affiliation
- Genetic or biometric data
- Sexual orientation or sex life

4. How We Use Sensitive Personal Data

We may process special category data:

- To monitor sick leave and assess fitness for work
- To comply with equal opportunities legislation
- To comply with legal obligations

Under GDPR, these are “Special Categories of Data” and require additional protection.

We may process such data:

- With your explicit written consent
- To carry out legal obligations
- Where required in the public interest
- In relation to legal claims
- To protect vital interests where consent cannot be given
- Where the data has been made public by you

5. Do We Need Your Consent?

In limited circumstances, we may request your written consent to process certain sensitive personal data.

Where consent is required:

- We will explain what data is required
- We will explain why we need it
- You may refuse or withdraw consent at any time

6. How We Use Your Personal Data

We process personal data to:

- Deliver public services
- Confirm your identity
- Contact you (post, email, telephone, social media)
- Monitor performance
- Prevent and detect fraud
- Comply with legal obligations
- Carry out safeguarding procedures
- Promote Council interests
- Maintain accounts and records
- Seek feedback and opinions
- Notify you of changes to services or facilities
- Process financial transactions
- Conduct statistical analysis

- Operate CCTV for crime prevention

7. Legal Basis for Processing

The Council processes personal data under:

- Legal obligation
- Public task (statutory functions)
- Contractual necessity
- Consent (where required)

We always consider your rights and interests when processing data.

8. Sharing Your Personal Data

We may share your data with:

- Other listed data controllers
- Agents, suppliers and contractors
- Local authorities and not-for-profit partners

All third parties must implement appropriate security measures.

9. How Long We Keep Your Personal Data

We retain personal data:

- As long as legally required
- Financial records (minimum 6 years best practice)
- For statutory compliance
- To defend or pursue legal claims

Examples:

- 3 years for personal injury claims
- 6 years for contract claims

We aim to delete data when it is no longer necessary.

10. Your Rights

You have the right to:

Access

Request a copy of your personal data.

We will respond within one month.

Rectification

Request correction of inaccurate or incomplete data.

Erasure

Request deletion of personal data where appropriate.

Restrict Processing

Request restriction or object to processing.

Data Portability

Request transfer of your data to another controller.

Withdraw Consent

Withdraw consent at any time (where applicable).

11. Transfer of Data Abroad

Any personal data transferred outside the European Economic Area (EEA) will only be transferred:

- To countries with equivalent data protection safeguards
- Under approved contractual protections

The Council website may be accessed overseas.

12. Further Processing

If we intend to use your data for a new purpose:

- We will provide a new privacy notice
- We will seek consent where required

13. Changes to This Notice

We review this Privacy Notice regularly.

14. Contact Details

Data Controller

Runwell Parish Council

Email: clerk@runwellparishcouncil.gov.uk

Website: www.runwellparishcouncil.gov.uk