

## Norley Parish Council – Privacy Policy

### 1. Introduction

Norley Parish Council (“the Council”, “we”, “our”, “us”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and protect any personal data we hold about you, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council is the data controller for the purposes of data protection law.

If you have any questions about this policy or the data we hold about you, please contact:

#### Clerk to the Council

Gaynor Hawthornthwaite

[norley.clerk@outlook.com](mailto:norley.clerk@outlook.com)

Mobile: 07860431965

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### 2. What Information We Collect

We may collect and process the following types of personal data:

- **Contact details** (such as your name, address, email, and telephone number)
  - **Information you provide** when contacting the Council (for example, when making an enquiry, reporting an issue, or submitting a comment)
  - **Information relating to Council business**, such as planning applications, public consultations, or community projects
  - **Information about Councillors and staff** (published as required by law or consent)
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### 3. How We Use Your Information

We use your personal data to:

- Respond to enquiries, correspondence, or service requests
- Carry out our statutory duties and deliver Council services
- Communicate information about Council meetings, consultations, and events
- Maintain records as required by law
- Manage financial transactions and contracts
- Publish legally required information (for example, minutes, financial documents, Councillor contact details)

We will only use your personal data for the purposes it was collected and only when we have a lawful basis to do so.

#### 4. Lawful Basis for Processing

We rely on one or more of the following lawful bases under Article 6 of the UK GDPR:

- **Public task** – the processing is necessary for the Council to perform its official functions.
  - **Legal obligation** – the processing is necessary for compliance with a legal obligation.
  - **Consent** – where you have given clear consent for us to process your personal data.
  - **Contract** – where processing is necessary for the performance of a contract.
  - **Legitimate interests** – in limited cases where it is necessary for our legitimate interests and does not override your rights.
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#### 5. How We Store and Protect Your Data

Norley Parish Council has a duty to ensure the security of personal information. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We take appropriate measures technical and organisational measures to keep your data secure, including encryption, password protection, and restricted access.

Your personal data will only be retained for as long as necessary to fulfil the purposes for which it was collected or to comply with legal or audit requirements.

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#### 6. Sharing Your Information

We will not sell or share your personal data with third parties for marketing purposes.

We may share your information with:

- Other public authorities or government bodies (where legally required or for official purposes)
  - Service providers or contractors working on behalf of the Council (under strict data protection terms)
  - Auditors, insurers, and regulators (where necessary to meet legal obligations)
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#### 7. Your Rights

Under data protection law, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request erasure of your data (in certain circumstances)

- Object to processing or request restriction of processing
- Withdraw consent (where processing is based on consent)
- Lodge a complaint with the Information Commissioner’s Office (ICO)

You can contact the **ICO** at:

Information Commissioner’s Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk>

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## 8. Changes to This Policy

This Privacy Policy will be reviewed annually or when required by changes in law or Council operations.

Latest review date: 24<sup>th</sup> November 2025

Next review date: November 2026

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## 9. Email Communications

As emails are not the most secure form of communication, we must be extra vigilant when communicating in this way. In particular, if personal data is sent via email for any reason, take particular care to ensure that the email is sent to the correct recipient (i.e. take care to ensure that personal data is not incorrectly disclosed to a third party).

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## 10. NPC Obligations


Norley Parish Council requires all Councillors to use their dedicated [norley.pc.co.uk](mailto:norley.pc.co.uk) email address and adhere to this policy as they play a key part in preventing data being passed to unauthorised parties.

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## 11. Contact Us

If you have any questions, concerns, or wish to exercise your data protection rights, please contact the Clerk at:

 [norley.clerk@outlook.com](mailto:norley.clerk@outlook.com)

 07860431965

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