

Granborough Parish Council

Privacy Notice

Adopted: 22nd May 2018; updated 24th July 2025

1. When You Contact Us

When you contact Granborough Parish Council, the personal information you provide (such as your name, address, email address, telephone number, and organisation details) will be processed and stored so that we can:

- Respond to your correspondence.
- Provide information or access to our services and facilities.

Your personal information will not be shared with or provided to any third party.

2. The Council's Right to Process Information

Granborough Parish Council is a Data Controller.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, Article 6 (1)(a), (b) and (e), processing is lawful when it is:

- With the consent of the data subject;
- Necessary for compliance with a legal obligation; or
- Necessary for the legitimate interests of the Council, except where such interests are overridden by the rights of the data subject.

3. Information Security

The Council takes its duty to protect personal data seriously. We ensure that all information is safeguarded from unauthorised access, loss, alteration, destruction, or disclosure through appropriate technical and organisational measures.

Copies of the Council's data protection policies are available on request.

We will retain your data only for as long as necessary for the purpose it was collected. Once that purpose ends, your information will be securely deleted. You may also request deletion of your data at any time by contacting the Parish Clerk.

4. Children

We will not knowingly process any personal data relating to a child (under 13 years old) without the explicit consent of a parent or legal guardian.

5. Rights of a Data Subject

Individuals whose personal information is held by the Council have the following rights under UK GDPR:

- Access to Information – request access to the information we hold.
- Information Correction – request updates if data is inaccurate or incomplete.
- Information Deletion – request deletion of your data.
- Right to Object – object if your data is processed for an unintended purpose.

All requests should be directed to the Parish Clerk via: clerk@granborough.org

6. Automated Decision Making and Profiling

Granborough Parish Council does not use automated decision making or profiling of personal data.

7. Purpose of Processing and Exclusions

The Council only collects the minimum information necessary to provide correspondence, information, and services.

We confirm that:

- We do not use profiling.
- We do not sell or pass your data to third parties.
- We do not use your data for any purpose other than that specified.
- We ensure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We regularly review and update our Privacy Policies.

8. Complaints

If you have a concern or complaint about the way your personal data has been processed, you may contact:

clerk@granborough.org

Or contact the Information Commissioner's Office (ICO):

Email: casework@ico.org.uk | Telephone: 0303 123 1113

Granborough Parish Council respectfully requests that you allow us the opportunity to resolve any issues directly before escalating to the ICO.