

Chevington Parish Council is committed to protecting your personal information. This Privacy Notice explains what data we collect, why we collect it, how we use it, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who we are

Chevington Parish Council is the first tier of local government for the parish of Chevington. We are a data controller for the personal data we collect and use. Our contact details are:

Chevington Parish Council

Email: clerk@chevingtonparishcouncil.gov.uk

2. What personal data we collect

We collect and process personal data depending on how you interact with the Council

This may include:

- Your name and contact details
- Emails, letters or forms you send us
- Information you provide when raising an issue or making a complaint
- Planning comments you submit to the council may be published in meeting agendas or minutes and may also be shared with the local planning authority. These documents are public records.
- Information needed for council meetings (e.g., speaking requests)
- Website usage data (cookies, IP address, browser type)
- Photos from community events (only with consent)
- Financial information — bank details for payments, grants, or reimbursements.
- Special category data — only where strictly necessary (e.g., health information for accessibility needs) and with your explicit consent or another lawful basis.

We only collect what we need to carry out our duties as a parish council.

When you use our website

We may collect:

- IP address
- Browser type
- Pages visited

- Cookie preferences
- Information submitted through online forms

3. Why we collect your data and our lawful bases

We use your personal data to carry out our public duties and provide services to the community. Our lawful bases under UK GDPR include:

- **Public task** — most council activities, including responding to enquiries, managing services, consultations, planning comments, and statutory functions. Managing meetings, agendas and minutes. Managing parish assets (e.g., recreation ground, footpaths)
- **Legal obligation** — complying with laws such as freedom of information, financial regulations, audit requirements, and safeguarding.
- **Contract** — where we provide a service you have requested. When you supply goods or services to the council
- **Consent** — for optional communications [Used only when you choose to opt in] photographs, or where no other lawful basis applies. You can withdraw consent at any time.
- **Legitimate interests** — for limited administrative purposes where this does not override your rights.

Our main lawful bases are **public task**, **legal obligation**, **contract**, and **consent**.

We only collect the minimum data necessary for each purpose.

4. How we use your data

We may use your data to:

- Respond to enquiries, complaints, and service requests.
- Manage council meetings, agendas, and minutes.
- Administer grants and community services.
- Carry out statutory consultations and planning responses.
- Maintain financial records and process payments.
- Publish information required by law (e.g., councillor declarations, financial transparency data).
- Improve our website and digital services.
- Communicate with residents about council business where appropriate.

We do **not** use your data for marketing and we do **not** sell your data.

5. Who we share your data with

We only share your data when necessary and lawful. This may include:

- **West Suffolk District Council, Suffolk County Council**, or other public bodies where required for service delivery or statutory functions.
- **Auditors, insurers, and regulators.**
- **Service providers** acting on our behalf (e.g., website hosting, email services).
- **Law enforcement** where required by law.
- **The public**, but only where information must be published by law (e.g., planning comments, meeting minutes). Personal details are redacted wherever possible.

We require all third parties to protect your data and use it only for the purpose provided.

We **never** sell your data.

6. How long we keep your data

We keep information only for as long as required under:

- Local Government Act
- The Parish Council Document Retention Schedule
- Audit and financial regulations
- When information is no longer required, it is securely deleted or destroyed

7. Your rights

You have the following rights under UK GDPR:

- **Access** — to ask for a copy of your personal data.
- **Rectification** — to correct inaccurate or incomplete data.
- **Erasure** — to request deletion where legally possible.
- **Restriction** — to limit how your data is used.
- **Objection** — to certain types of processing.
- **Data portability** — where processing is based on consent or contract.
- **Withdraw consent** — at any time where consent is the lawful basis.

To exercise your rights, contact the Clerk using the details above.

If you are unhappy with how we handle your personal data, you have the right to complain to the Information Commissioner's Office (ICO), the UK data protection regulator.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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

Telephone: 0303 123 1113

8. How we protect your data

We use appropriate technical and organisational measures to keep your data secure, including:

- Secure email and document storage.
- Restricted access controls for councillors and staff.
- Regular updates, backups, and security monitoring.
- Policies and training on data protection and information governance.
- Password-protected systems
- Only people who need access to your data for council business can see it

9. Website cookies and analytics

Our website uses cookies to:

- Make the site work properly
- Remember your preferences
- Collect anonymous visitor statistics

You can control cookies through your browser settings.

Types of cookies

- **Strictly necessary cookies** — required for the website to function
- **Analytics cookies** — help us understand how the site is used
- **Preference cookies** — remember your settings

Third-party data

If you submit someone else's personal information through the website (e.g., a contact form), you confirm you have their permission to do so.

10. Data breach procedure

A personal data breach is any incident that leads to:

- Loss of personal data
- Unauthorised access
- Accidental disclosure
- Destruction or alteration of data

If a breach occurs, we will:

1. Assess the breach immediately
2. Contain the issue
3. Determine what data is affected
4. Notify the ICO within 72 hours if the breach risks people's rights
5. Inform affected individuals if there is a high risk of harm
6. Record the breach in our internal log
7. Review procedures to prevent future incidents

11. Contact us

If you have any questions about this Privacy Notice or your personal data, please contact:
clerk@chevingtonparishcouncil.gov.uk