

# Halling Parish Council Privacy Policy

## 1. Introduction

This Privacy Policy explains how the Parish Council (“the Council”) collects, uses, stores, and protects personal data. The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all relevant legislation. The Council is the Data Controller for the personal data it processes.

## 2. Contact Details

Data Controller: Halling Parish Council

Clerk/Responsible Officer: Chris Fribbins

Address: The Community Centre, High Street, Halling, Rochester, Kent, ME2 1BS

Email: [clerk@halling-pc.gov.uk](mailto:clerk@halling-pc.gov.uk)

Telephone: 01634 241551

## 3. What Personal Data We Collect

- Contact information: name, address, email, telephone number
- Correspondence: letters, emails, forms, complaints, enquiries
- Electoral information: where relevant to council business
- Financial information: bank details for suppliers, contractors, staff, and grant applicants
- Employment data: applications, references, payroll and pension information
- Website usage data: cookies, analytics (where applicable)

## 4. How We Collect Personal Data

We collect data through forms, emails, letters, telephone calls, website interactions, public consultations, applications, and statutory records.

## 5. Why We Process Personal Data (Lawful Basis)

### a) Public Task

To carry out statutory functions such as responding to enquiries, managing meetings, maintaining accounts, managing assets, and fulfilling legal obligations.

### b) Legal Obligation

To comply with legislation including Local Government Acts, audit requirements, employment law, and transparency duties.

#### c) Contract

For employment, supplier agreements, hall hire, and allotment tenancies.

#### d) Consent

For mailing lists, newsletters, and use of photographs. Consent can be withdrawn at any time.

#### e) Legitimate Interests

For activities that support council operations without overriding individual rights.

### **6. How We Use Personal Data**

We use personal data to respond to enquiries, manage services and facilities, process payments, publish agendas and minutes (with minimisation), consult with residents, maintain statutory records, and ensure security.

### **7. Sharing Personal Data**

We may share data with councillors, government bodies, auditors, contractors, police, IT providers, pension providers, and payroll services. We do not sell personal data.

### **8. How Long We Keep Personal Data**

Data is retained according to the Council's Retention and Disposal Schedule. Examples:

- Minutes: Permanent
- Financial records: 6 years
- Correspondence: 1–3 years
- Planning responses: 1 year
- Employment records: Up to 6 years after employment ends
- Allotment records: Duration of tenancy + 6 years

### **9. Your Rights**

Individuals have rights to access, rectify, erase, restrict, object, request portability, and withdraw consent. Requests should be made to the Clerk.

### **10. Security of Personal Data**

The Council uses secure email, password-protected systems, restricted access, and staff training to protect data.

### **11. Website and Cookies**

If the Council website uses cookies or analytics, details will be provided in the website's cookie notice.

### **12. Changes to This Policy**

The Council may update this policy periodically.

### **13. Contact**

For questions or data requests, contact the Clerk using the details above.