

GENERAL PRIVACY NOTICE

Updated March 2026

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual.

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Who are we?

This Privacy Notice is provided to you by Welford Parish Council, which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups

Where we process personal data jointly with another organisation for the same purpose, we will act as joint data controllers and share responsibility for compliance.

Where organisations process your data independently, they will be responsible for their own processing activities.

The personal data we process

The council may process some or all of the following personal data where necessary to perform its public tasks:

- Names, titles, aliases and photographs
- Contact details such as telephone numbers, addresses and email addresses
- Information relevant to services provided by the council such as gender, age, nationality, education/work history, qualifications, hobbies, family composition and dependants

Special Categories of Personal Data (Article 9 UK GDPR)

We may process special category data (such as information about health, racial or ethnic origin, religious beliefs, or other protected characteristics) where necessary and where a lawful basis under Article 6 UK GDPR and an additional condition under Article 9 UK GDPR applies.

This may include processing:

- Health data to monitor sick leave or assess fitness for work
- Equality monitoring data to comply with equalities legislation
- Data required to meet statutory obligations

We will only process this data where:

- You have given explicit consent; or
- Processing is necessary for employment, social security or social protection law; or
- Processing is necessary for reasons of substantial public interest; or
- Processing is necessary for legal claims or to protect vital interests.

Appropriate safeguards are applied to protect this data.

Criminal Convictions and Offences (Article 10 UK GDPR)

In accordance with Article 10 UK GDPR, personal data relating to criminal convictions and offences, or related security measures, will only be processed:

- Under the control of official authority; or
- Where the processing is authorised by UK law and subject to appropriate safeguards.

The council may process criminal conviction data where necessary for purposes such as:

- Recruitment and safeguarding checks (including Disclosure and Barring Service checks where legally permitted)
- Ensuring compliance with legal and regulatory obligations
- Protecting the public, council staff and assets
- Preventing and detecting unlawful acts

We will only process such data where there is a clear legal basis under Article 6 UK GDPR and a lawful condition under Schedule 1 of the Data Protection Act 2018.

Criminal offence data will:

- Be accessed only by authorised personnel
- Be retained only for as long as necessary
- Be securely stored with appropriate technical and organisational safeguards

We will not keep a comprehensive register of criminal convictions unless legally required to do so.

Legal basis for processing your personal data

As a public authority, most of our processing is carried out under:

- Article 6(1)(c) – Legal obligation
- Article 6(1)(e) – Performance of a task carried out in the public interest or in the exercise of official authority
- Article 6(1)(b) – Contract (where applicable)
- Article 6(1)(a) – Consent (where required)

We will always consider your rights and interests before processing your personal data.

Sharing your personal data

We may share personal data where necessary with:

- Other local authorities
- Community or not-for-profit organisations working with the council
- Contractors, suppliers and service providers
- Professional advisers or insurers
- Law enforcement or regulatory authorities where required by law

All third parties are required to implement appropriate security measures and process data in accordance with the law.

International Data Transfers

We do not routinely transfer personal data outside the United Kingdom.

If, in exceptional circumstances, personal data is transferred outside the UK, we will ensure appropriate safeguards are in place, such as:

- An adequacy decision by the UK Government; or
- Standard contractual clauses; or
- Other lawful transfer mechanisms under UK data protection law.

Retention of Personal Data

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including for legal, accounting or reporting requirements.

Certain records may be kept permanently where legally required. Financial records are typically retained for at least 8 years.

Retention periods are determined based on statutory requirements, best practice guidance and legal limitation periods.

Your Rights

Under UK GDPR, you have the right to:

Access your personal data

Rectify inaccurate or incomplete data

Erasure (where applicable)

Restrict processing

Object to processing

Data portability (where applicable)

Withdraw consent (where processing is based on consent)

Lodge a complaint with the Information Commissioner's Office

We may need to verify your identity before responding to your request.

Complaints

If you are unhappy with how we handle your personal data, you have the right to complain to the:

Information Commissioner's Office

Telephone: 0303 123 1113

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

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

Website Privacy

We may collect:

- Technical information such as IP address, browser type and usage data
- Information you submit via contact forms

Cookies

Our website uses cookies to improve user experience. By using our website, you consent to the use of cookies in accordance with this policy.

We use website analytics services provided by:

Weebly

Their privacy policy is available at: www.weebly.com/uk/privacy

You may refuse cookies via your browser settings, though this may affect website functionality.

Security of your personal data

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, alteration, disclosure or destruction.

Policy Amendments

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

Contact Details

Data Controller:

Welford Parish Council Clerk

Email: welfordparish@yahoo.com

This Notice was last updated in March 2026.