

# BORDEN PARISH COUNCIL

## PRIVACY NOTICE

Date of last review and update by the Full Council: 19<sup>th</sup> March 2026

Next review due: March 2027 or earlier if required

### 1. Introduction

Borden Parish Council is committed to protecting and respecting your privacy. This notice explains how we collect, use and protect personal information when you use our website or contact the Parish Council.

Personal data is any information relating to an identified or identifiable living person. The Parish Council processes personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### 2. Who We Are

Borden Parish Council is the **data controller** for the personal data it processes.

The Parish Council collects and processes personal data in order to carry out its functions as a local authority.

Contact details: Parish Clerk: Borden Parish Council: Email: [clerk@bordenparishcouncil.gov.uk](mailto:clerk@bordenparishcouncil.gov.uk).

### 3. GDPR Privacy Notice

Borden Parish Council takes the protection of your data seriously. We aim to provide an effective and appropriate service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users, and we have set out below what we will do with your personal information.

### 4. The Information We Collect

We only collect the personal information necessary to carry out Parish Council business. We may collect and process the following types of personal data:

- Name and contact details (such as address, email address and telephone number)
- Correspondence sent to the Parish Council
- Information provided when you contact us or make an enquiry
- Information necessary for the administration of Parish Council services
- Technical data relating to website use (such as IP addresses)

### 5. How We Use Your Personal Information

In most cases, the Parish Council processes personal data in order to carry out its duties as a local authority. The lawful bases for processing personal data are typically:

- **Public task:** processing necessary for the Parish Council to perform its official duties
- **Legal obligation:** processing required by law
- **Consent:** where you have given permission

**The Parish Council processes personal data in order to:**

- Respond to enquiries or correspondence
- Deliver and improve Parish Council services
- Carry out the Council's legal duties and functions
- Maintain financial and administrative records
- Communicate with residents and stakeholders

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### 6. Contacting the Parish Council via the Website

If you use the **contact form or email tool on this website**, your message will be sent directly to the **Parish Clerk**. Any personal information you provide (such as your name, email address, address or telephone number) will be used primarily for the purpose of responding to your enquiry and dealing with the matter you have raised.

Your enquiry and the information you provide, including personal information, **may be shared with Parish Councillors** to consider or respond to your enquiry or to carry out Parish Council duties.

Personal data provided through the website will only be used for Parish Council business and will not normally be shared with third parties unless required by law or where necessary for Parish Council functions.

Please do not include personal information about third parties (such as neighbours or other individuals) in your message unless you have their consent or another lawful basis to do so. The Parish Council cannot guarantee that such information will remain confidential, as it may need to be shared with councillors in order to consider your enquiry or may be subject to legal obligations.

### 7. Emails to the Parish Council

Emails sent to the Parish Clerk or to Parish Councillors using official Parish Council email addresses may be retained as part of the Council's records.

The information contained in emails will only be used for the purpose for which it was provided and may, in accordance with the Parish Council's legal obligations and functions, be shared with other councillors where necessary for the Council to carry out its duties.

Email correspondence may also be retained in accordance with the Council's record retention policies.

### 8. Parish Council Meetings, Agendas and Minutes

Parish Council meetings are generally held in public, and agendas and minutes are published on the Parish Council website.

If you contact the Parish Council regarding a matter to be discussed at a council meeting, your name will not appear on the agenda or minutes without consent. However, reports for Councillor use only may include relevant personal details where necessary to provide context or enable councillors to consider matters fully for Council purposes.

The Parish Council will take reasonable steps to avoid publishing unnecessary personal data.

### 9. Website Visitors

The Parish Council website is hosted by Hugo Fox, which uses Google Analytics to monitor traffic and understand how visitors use the website. This helps improve the website's content and functionality. The information collected by Google Analytics is aggregated and anonymised, and is not used by the Parish Council to identify individuals.

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### 10. Use of Cookies

Our website may use cookies to:

- Maintain the functionality of the website
- Remember user preferences
- Monitor website usage
- Improve website performance

Cookies are small text files stored on your device. You can control cookies through your browser settings.

### 11. Sharing Your Information

The Parish Council will only share personal information where necessary and appropriate. This may include sharing information with:

- Parish Councillors
- Law enforcement agencies where required by law

Some information held by the Parish Council may also be disclosed in response to requests made under the **Freedom of Information Act 2000** or the **Environmental Information Regulations 2004**. However, the Parish Council will not disclose personal data to third parties outside of the Council unless there is a lawful basis to do so, including where the information is already publicly available, or consent has been provided.

Personal information will not be sold or used for marketing purposes.

### 12. How Long We Keep Your Information

Personal information is retained only for as long as necessary for Parish Council purposes and in accordance with recognised local government retention schedules, or the Parish Council's adopted retention policy.

In many cases, records are kept for **up to 7 years**, although some records may be retained for longer where required by law.

### 13. Your Rights

Under UK data protection law, you have rights over your personal information, including:

- the **right to be informed** about how your data is used
- the **right of access** to the personal information we hold about you
- the **right to rectification** if your data is inaccurate or incomplete
- the **right to erasure** in certain circumstances
- the **right to restrict processing**
- the **right to object to processing** where applicable
- the **right to data portability** where processing is based on consent

Some of these rights may be limited where the Parish Council processes data to carry out its statutory duties.

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### 14. Accessing Your Information

You have the right to request access to the personal data the Parish Council holds about you. This is known as a **Subject Access Request (see separate policy)**.

Requests should be made in writing to the Parish Clerk: Email [clerk@bordenparishcouncil.gov.uk](mailto:clerk@bordenparishcouncil.gov.uk). The Parish Council will normally respond within **one month**.

### 15. Complaints

If you are concerned about how the Parish Council handles your personal data, please contact the Parish Clerk in the first instance. You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**, the UK's independent authority for data protection.

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

### 16. Policy Review

This privacy notice will be reviewed periodically and updated where necessary to ensure compliance with applicable data protection laws.