

SOUTHWATER PARISH COUNCIL

PRIVACY NOTICE



Adopted: F&GP Committee - 19 February 2025

Review: Annually

Next Review Date - May 2026

1. Introduction

This Privacy Notice explains how Southwater Parish Council collects, uses, and protects your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Parish Council is committed to safeguarding your privacy and ensuring your personal data is used lawfully and transparently. Information may be collected on paper, online, by telephone, email, or in person. We may also receive information from other public authorities and service providers.

2. What Information We Collect

We may collect and process the following personal data:

- Your name, address, telephone number, and email address.
- Financial details for payments, grants, and invoicing.
- Correspondence, service requests, and complaints.
- Participation in Council consultations, surveys, and events.
- Information relevant to Council functions such as planning, licensing, and governance.

3. Why We Collect Data

We collect and process your data in order to:

- Provide and administer public services.
- Confirm identity and process applications.
- Administer financial transactions, including payments and grants.
- Contact individuals by post, email, or telephone.
- Understand public needs and improve Council services.

- Meet statutory obligations, including safeguarding public funds.
- Prevent and detect fraud and crime.

4. Lawful Basis for Processing Information

Under UK GDPR, Southwater Parish Council processes personal data on the following lawful bases:

- **Consent** – When you have given permission for specific uses.
- **Legal Obligation** – When processing is required to comply with the law.
- **Public Task** – When processing is necessary to carry out Council functions in the public interest.

5. How We Use Your Information

We only use personal data for the purposes it was provided. All Council staff handling personal data are required to maintain confidentiality and comply with security protocols.

We may process data to:

- Respond to service requests and applications.
- Manage Council meetings, consultations, and public participation.
- Maintain accurate records and correspondence.
- Comply with legal and regulatory requirements.
- Conduct statistical analysis to improve service delivery.

6. Information Sharing

We may share your data with:

- Local authorities and public bodies to fulfil statutory duties.
- Law enforcement agencies when required by law.
- Contractors and service providers acting on our behalf, subject to strict confidentiality agreements.

We do not share personal data for marketing purposes without explicit consent.

7. Data Security and Retention

Southwater Parish Council implements security measures to protect personal data from loss, unauthorised access, and misuse.

We retain data only for as long as necessary, in accordance with our retention policy and statutory requirements. Once data is no longer needed, it will be securely deleted.

8. Your Rights Under UK GDPR

Under data protection law, you have the right to:

- **Access** – Request a copy of the data we hold about you.
- **Rectification** – Request corrections to inaccurate information.
- **Erasure** – Request deletion of personal data where applicable.
- **Restriction** – Request limitations on data processing.
- **Objection** – Object to certain types of processing.
- **Data Portability** – Request transfer of your data to another organisation.

To exercise these rights, please contact the **Data Protection Officer**.

9. How to Contact Us

Executive Officer

Southwater Parish Council, Beeson House, 26 Lintot Square, Southwater, West Sussex
RH13 9LA

Telephone: 01403 733202

Email: enquiry@southwater-pc.gov.uk

10. Complaints

If you have concerns about how we handle your data, you can contact:

Information Commissioner's Office (ICO)

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

Telephone: 0303 123 1113

Email: casework@ico.org.uk

11. Updates to This Notice

We may update this Privacy Notice periodically to reflect changes in our services or legal obligations. The latest version will always be available on our website.