

HURN PARISH COUNCIL

DATA PROTECTION POLICY AND DATA PROTECTION PRIVACY NOTICE

Adopted 9 March 2026

1. Introduction – Data Protection

- a. Hurn Parish Council (the ‘Council’) recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

2. General Data Protection Regulations (GDPR)

- a. GDPR sets out high standards for the handling of personal information and protecting individuals’ rights for privacy. It also regulates how personal information can be collected, handled and used. GDPR applies to anyone holding personal information about people, electronically or on paper. The Council has also notified the Information Commissioner that it holds personal data about individuals.

- b. When dealing with personal data, Council staff and elected members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**

This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

This means that data is collected for specific, explicit and legitimate purposes only.

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it is not, it should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

3. Storing and accessing data

- a. The Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.
- b. The Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Council offices and are not available for public access. All

data stored on the Council office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Council's Records Management and Retention Policy, it will be shredded or securely deleted from the computer.

- c. The Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be in hard copy or email). If a person requests to see any data that is being held about them, the SAR response must detail:
 - How and to what purpose personal data is processed
 - The period the Council tend to process it for
 - Anyone who has access to the personal data
- d. The response must be sent within 30 days and should be free of charge.
- e. If a SAR includes personal data of other individuals, the Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to given permission for their information to be shared with the subject.
- f. Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

4. Confidentiality

The Council elected members, and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

5. Introduction - Data Protection Privacy Notice

Hurn Parish Council (the Council) takes your privacy and the protection of personal data it collects about you very seriously. Your personal data is information that tells Council something from which you can be identified. This privacy notice explains how the Council collects and uses your personal data.

6. How does the Council Collect your personal Data?

The Council collects your personal data whenever you access or sign up to any of the Council's services, request information, make a complaint, apply for a job or participate in activities provided by the Council. The personal data collected may include your name, email address, home or work address, telephone or mobile number, date of birth or bank account details.

7. Who Provides the Council With your Personal Data?

Generally, you will be the person who provides the Council with your personal data. The Council may however collect personal data about you from other people such as:

complainants; Government departments and agencies; or other local authorities; other persons.

8. How does the Council use your personal data?

The Council uses your personal data mainly to perform a task carried out in the public interest or in connection with your use of any of the Council's services, or if you make an enquiry or complaint, apply for a job etc. The Council may use your personal data to fulfil any contractual obligations owed to you or to provide you with something that you have asked the Council to do before entering into a contract with you

9. When does the Council need your consent to use your Personal Data?

- a. Where the Council wishes to use your personal data for purposes that are neither connected with the performance of its public functions or of contractual obligations, the Council may rely on your consent to collect and use your personal data. This could be when the Council would like to use your information in a way which is unexpected or different to the original purpose.
- b. Where the Council requires your consent, it will give you a genuine choice whether or not you should give your express consent and will not rely upon your silence as you giving consent. The Council will also tell you at the time you give your consent, how you can withdraw your consent at any time and will make it easy for you to do so.

10. Who will the Council Share your Personal Data with?

- a. The Council may share your personal data where it is under a legal obligation to do so; is performing its public functions and powers; where the aim is the detection and prevention of crime/fraudulent activity; or if there are serious risks to the public, Council staff, a child or adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.
- b. The Council will not sell your personal data to any other organisation for the purposes of direct marketing.

11. How Long will the Council hold your Personal Data?

The Council will not use or continue to hold your personal data for any longer than is necessary to perform its public functions and powers or any contractual obligations owed to you unless the Council has a legitimate reason such as complying with a legal obligation for doing so.

12. What Rights do you have in respect of the Personal Data Held by the Council?

GDPR gives you a number of rights. For further information please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>.

13. What to do if you have any concerns or queries

If you believe that the personal data the Council holds about you may be wrong or inaccurate or that the Council has misused your personal data, you should contact the Parish Clerk.

14. Policy Review

- a. This Policy was presented to the Parish Council, for approval and adoption on the 9th of March 2026.
- b. Future reviews will be carried out bi-annually or when any changes are made to related legislation, whichever is sooner.

15. Contact Details

Hurn Parish Council - email address Clerk@hurnparishcouncil.gov.uk.