

EAST GOSCOTE PARISH COUNCIL

GENERAL PRIVACY POLICY (EXTERNAL DOCUMENT)



Approved by:	Full Council	Date: 21.9.26
Last reviewed:	September 2025	
Next review due:	September 2027	

General Privacy Policy

Your Personal Data – What Is It?

“Personal data” means any information about a living individual that allows them to be identified. This may include names, photographs, videos, email addresses, postal addresses, or any other information that can identify someone directly or indirectly. The processing of personal data is governed by UK data protection legislation, including the UK General Data Protection Regulation (GDPR) and the Human Rights Act.

Who Are We?

This Privacy Policy is provided by **East Goscote Parish Council**, which is the **data controller** for the personal data we hold.

Other Data Controllers We Work With

Depending on the service or activity, we may need to share your personal data with other organisations, such as:

- Principal authorities
- Community groups
- Charities
- Not-for-profit organisations
- Contractors and service providers

Where we and another organisation jointly determine how your data is used, we act as **joint data controllers**, meaning we are collectively responsible to you. Where organisations process your data independently, they are responsible for their own compliance, and you should contact them directly regarding your rights.

What Personal Data Do We Collect?

We may process some or all of the following personal data:

- Names, titles, aliases, photographs
- Contact details (telephone numbers, addresses, email addresses)
- Demographic information (gender, age, marital status, nationality, education/work history, qualifications, hobbies, family composition, dependants)
- Financial identifiers (bank account numbers, payment card numbers, transaction identifiers, policy or claim numbers)
- Special category data (racial or ethnic origin, health information, injuries, medication/treatment, political beliefs, trade union membership, genetic or biometric data, sexual life or orientation)
- Criminal conviction data where relevant to council functions

How We Use Sensitive Personal Data

Special category data requires higher protection. We may process this type of data only where justified, including:

- With your explicit written consent
- To meet legal obligations
- Where processing is in the public interest
- To protect vital interests where you cannot give consent
- Where information has already been made public
- For the establishment, exercise, or defence of legal claims

Examples include monitoring sickness absence, ensuring equal opportunities compliance, or meeting safeguarding obligations.

How We Use Your Personal Data

We use your personal data to:

- Deliver public services and understand your needs
- Confirm your identity
- Contact you by post, email, or telephone
- Monitor performance and service quality
- Prevent and detect fraud or corruption
- Meet legal and statutory obligations
- Carry out safeguarding procedures for children and adults-at-risk
- Promote the interests of the council
- Maintain accounts and records
- Seek your views and feedback
- Notify you of changes to facilities, services, events, staff, or councillors
- Send communications you have requested
- Process financial transactions (grants, payments, invoices)
- Conduct statistical analysis to plan services
- Operate CCTV systems for crime prevention and prosecution

Legal Basis for Processing Your Personal Data

As a public authority, most of our processing is carried out to comply with legal obligations and statutory functions. We always consider your rights and interests.

We may also process personal data:

- **To perform a contract** with you (e.g., hiring facilities, allotment tenancies)
- **With your consent**, where required
- **In the public interest**, where necessary for council functions

Sharing Your Personal Data

We may share your data with:

- Other data controllers listed above
- Agents, suppliers, and contractors (e.g., newsletter distribution, database maintenance)
- Other local authorities or not-for-profit bodies involved in joint projects

All third parties must implement appropriate security measures and are directly responsible to you for how they process your data.

Website and Cookies

Your visit to our website is anonymous unless you submit information through a form. We use cookies to support service delivery and technical functions. You may restrict or remove cookies via your browser settings. Traffic logs help us analyse website usage for statistical purposes.

Our website contains links to external sites. We are not responsible for their privacy practices.

How Long Do We Keep Your Personal Data?

We retain some records permanently where legally required. Other records are kept only as long as necessary, including:

- Financial records (minimum 8 years)
- Data needed to meet statutory obligations
- Data retained for legal claims (typically 3 years for personal injury, 6 years for contract claims)

We delete personal data when it is no longer required.

Your Rights

You have the following rights regarding your personal data:

- Access the data we hold about you
- Correct or update inaccurate data
- Request erasure of your data
- Object to or restrict processing
- Request data portability
- Withdraw consent at any time (where consent is the basis for processing)
- Lodge a complaint with the Information Commissioner's Office

We may need to verify your identity before processing your request. We will respond within one month. The first request is free; excessive or repeated requests may incur a fee.

Transfer of Data Abroad

Any personal data transferred outside the EEA will only be placed on systems offering equivalent protection through approved safeguards. Our website may be accessed overseas, meaning some personal data (e.g., newsletters) may be viewed internationally.

Further Processing

If we need to use your personal data for a new purpose not covered by this policy, we will issue a new Privacy Notice explaining the change and seek consent where required.

Changes to This Policy

We keep this Privacy Policy under regular review and will publish updates on our website.

Contact Details

Data Controller East Goscote Parish Council Village Hall, Long Furrow East Goscote LE7 3ZL

Tel: 0116 260 2202 Email: clerk@eastgoscote-pc.gov.uk

Signed..... **(Chair)**

Date.....