

Ickleton PC Policy:

Privacy Policy

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Introduction

This public policy defines the policy adopted for protecting private documents and data collected in the course of the functioning of the Parish Council.

Why is this important?

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy. The GDPR's primary aim is to enhance individuals' control and rights over their personal data and to simplify the regulatory environment. The United Kingdom retains the law in identical form despite no longer being an EU member state.

As a public body, the Parish Council, is required to meet the requirements of the GDPR.

What is the scope of this policy?

It applies to Personally Identifiable Information (PII) that we collect about individuals in the course of the operation of the Parish Council.

This may include, but is not limited to, interactions relating to:

- access to and use of our website,
- telephone calls to the Clerk,
- emails to the Clerk or other members of the Parish Council,

- the Electoral Register
- Burial Records and Grave ownership

Council information

This Privacy Policy is written by Ickleton Parish Council which is the data controller for your data.

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 by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

How do we use your information?

This privacy notice tells you what to expect when we collect personal information. It applies to information we collect about:

- visitors to our website: <https://www.ickletonparishcouncil.org.uk/>
- people who use any services which may be provided from time to time on the website,
- visitors who may contact us via the website, email or other channels.
- Registered Electors
- Burial Records including grave ownership

Visitors to our website

When someone visits www.ickletonparishcouncil.org.uk we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of this site. We collect the information in a way that does not identify anyone.

We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any identifying information from any source. If we did want to collect personally identifying information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

We may also use cookies to improve your experience on the website. You may prevent cookies being created or delete them if they already exist. This will not prevent your access to the website although there may be impact on usability; for instance, you may need to reset the font size or other accessibility settings.

People who contact us by email

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information may be shared with a third party, such as the Local Council or other service providers, in order to respond to your enquiry only.

People who call us

When you call us, we may collect some details about you such as an email address and telephone number to enable us to respond to you. We do not share this information with third parties.

Information shared by other Data Controllers

South Cambridgeshire District Council provide Ickleton Parish Council with a Register of Electors which is updated regularly. The register shows the name and address of electors. Ickleton Parish Council do not share this information with any other organisations.

Disclosure of information

We will never disclose personal data we hold about you without your consent. Your data will be used only for the purposes intended.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;

- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent.
We will first obtain your consent to that use.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. The Document Retention Policy can be found on the Parish Council website: ickletonparishcouncil.org.uk

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you*
- (ii) The right to correct and update the personal data we hold on you*
- (iii) The right to have your personal data erased*
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only*
- (v) The right to data portability*
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
- (vii) The right to lodge a complaint with the Information Commissioner's Office.*

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on the Parish Council Webpage <https://www.ickletonparishcouncil.org.uk/>

There is a table below which shows the version history, and dates of changes to this policy. Publication dates can be found at the start of the document.

Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Ickleton Parish Council
Email: clerk@ickleton-pc.org.uk

Version History

The version history panel provides a history of the changes made to the document from the initial draft to the current version.

Version	Changes made	Date	Made by
1.0	Initial version published in 2021		
2.0-draft	Migrated to new standard template. Re-organisation and enhancement of existing content.	14 March 2024	Steven Heaney
2.0	Policy approved for publication	17 th April 2024	Barbara Benn
3.0	Minor typographical changes.	12 th May 2025	Barbara Benn
4.0	Updated version proposed.	8 th September 2025	Barbara Benn
4.0	Approved for publication at September 2025 meeting.	17 th September 2025	Barbara Benn