

Tatham Parish Council

Data Protection and Privacy Policy

This Privacy Policy is provided by Tatham Parish Council which is the data controller.

1. 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.

2. Personal Information collected by Tatham Parish Council

- (a) Personal data is collected via the Email Notifications Sign Up Form on the Parish Council Website.
Website address – <https://www.tathamparishcouncil.org.uk/>
Email Notifications Sign Up Form – [Tatham Parish Council Email Sign Up Form](#)
- (b) Personal data can be collected to record an Accident in the Parish Council Accident Book.
- (c) Personal data can be collected when an individual becomes involved as a Footpath Volunteer or as a member of a sub-committee of the Parish Council.
- (d) Personal data can be collected if an individual submits a request for a grant to the Parish Council.
- (e) Personal data can be collected if an individual sends a request or query in the form of a letter or email to the Parish Council.

3. Who are the data controllers?

Tatham Parish Council is the Data Controller for any personal information held by the Parish Council.

As part of its activities Tatham Parish Council may provide details to other local authority Data Controllers, this includes Lancaster City Council and Lancashire County Council.

Tatham Parish Council may need to share personal data held with Lancaster City Council and Lancashire County Council so that they can carry out their responsibilities to the council. If Tatham Parish Council and the other data controllers listed above are processing data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means all are collectively responsible to an individual for their data. Where each of the parties listed above are processing data for their own independent purposes then each will be independently responsible and if an individual has any questions, wish to exercise any of their rights (see below) or wish to raise a complaint, they should do so directly to the relevant data controller.

4. What personal data is collected?

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to the services provided to the council, or where an individual provides them, the council may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants.
- Where individuals pay for activities such as use of a council hall or receive payments from the council in the form of a grant, the council may store financial identifiers such as bank account numbers, payment card numbers and payment/transaction identifiers.
- Information collected from cookies on the website e.g.
 - Essential login/authentication or navigation
 - Functionality – remember settings
 - Performance & Analytics – user behaviour
 - Advertising/retargeting
- The website gives users the option to contact the clerk directly, in this case the email address supplied will be included in the query received by the clerk's email account. This email may then be forwarded on to other councillors if required, for completion of the relevant task or request.

5. The Parish Council will comply with data protection law. This says that the personal data we hold must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to an individual and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told an individual 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 an individual about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect an individual's personal data to protect personal data from loss, misuse, unauthorised access, and disclosure.

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

- To deliver public services including to understand an individual's needs to provide the services that an individual requests and to understand what we can do for an individual and inform them of other relevant services.
- To contact an individual by post, email, telephone.
- 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 individual's views, opinions, or comments.

- To notify individuals of changes to our facilities, services, events and staff, councillors and role holders.
- To send individuals communications which individuals have requested and that may be of interest to individuals. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council.
- To allow the statistical analysis of data so we can plan the provision of services.

7. What is the legal basis for processing personal data?

The council is a public authority and has certain powers and duties. Most 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 individual's interests and rights. This Privacy Policy sets out individual's rights and the council's obligations to individuals in detail.

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

Sometimes the use of individual's personal data requires the individual's consent. We will first obtain an individual's consent to that use.

8. Sharing individual's personal data

The council will implement appropriate security measures to protect individual's personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share individual's personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to individual directly for the manner in which they process and protect individual's personal data. It is likely that we will need to share individual's data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

9. How long do we keep individual's 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.

10. Individual's rights and individual's personal data

Individual's have the following rights with respect to their personal data:

When exercising any of the rights listed below, to process an individual's request, we may need to verify an individual's identity for the individual's security. In such cases we will need an individual to respond with proof of their identity before an individual can exercise these rights.

- (i) ***The right to access personal data we hold on an individual***
- (ii) ***The right to correct and update the personal data we hold on an individual***
- (iii) ***The right to have an individual's personal data erased***
- (iv) ***The right to object to processing of an individual's personal data or to restrict it to certain purposes only***
- (v) ***The right to data portability***
- (vi) ***The right to withdraw an individual's 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.***

An individual 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.

11. 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. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

12. Further processing

If we wish to use individual's personal data for a new purpose, not covered by this Privacy Policy, then we will provide the individual 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 an individual's prior consent to the new processing.

13. Subject Access Requests (SAR)

Individuals have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party. They have the right to be given this information in a permanent form (hard copy). This is known as a 'subject access request' or "SAR".

- A SAR should be sent initially to the Parish Council Clerk who will then inform all relevant Parish Councillors who will agree who will process the SAR.
- The SAR will first be validated to confirm the individual's identity and that it is a valid request.
- The SAR must be responded to within 1 month. If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month. If the council cannot provide the information requested, it will, inform the data subject without delay and at the latest within one month of receipt of the request.
- If data on the requester is held or processed the following details will be provided as a response to the SAR;
 - a copy of the personal data held or undergoing processing
 - the purposes of the processing
 - the categories of personal data concerned
 - the recipients or categories of recipients to whom personal data has been or will be disclosed
 - where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period
 - if the data has not been collected from the data subject: the source of such data
 - the existence of any automated decision-making

14. Data Breaches

A data breach is a breach of security leading to 'accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data'. If there is no risk of harm to an individual (for example because some low-risk data has been inadvertently released or made public such as an email address) then this type of breach would not need to be reported to the ICO. Unauthorised access to data that could be used to steal someone's identity such as their banking data must be reported to the ICO within 72 hours of the Parish Council becoming aware of it.

Any Data Breaches will be reported to the Clerk who will then ensure all Parish Councillors are informed via email. The Parish Council will agree a response plan to address the breach and ensure actions are taken to prevent it reoccurring. The Clerk will inform the ICO and the individual involved if appropriate.

15. Changes to this policy

We keep this Privacy Policy under regular review. This Policy was last updated in March 2026

16. Contact Details

In the case of any questions about this Privacy Policy or the personal data held. or to exercise all relevant rights, queries or complaints please contact;

The Data Controller, Tatham Parish Council

Email: clerk@tathamparishcouncil.org.uk

Postal Address : Clearbeck House, Tatham LA2 8PJ

Telephone : 015242 61029