



Hatton Parish Council

Privacy Notice

ADOPTED	Apr 2026
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1. Introduction

Hatton Parish Council is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, and safeguard your information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

“Personal data” means any information relating to a living individual who can be identified from that data (for example, a name, address, email address, or telephone number).

2. Who We Are

Hatton Parish Council is the data controller for the personal data we collect and process.

Contact details:

Clerk: *Sandra Davitt*

Email: clerk@hattonpccheshire.org.uk

3. What Data We Collect

We collect personal data in several ways, including:

- When you contact the Council by email, phone, post, or online
- When you complete forms or submit information to us
- When you attend council meetings or events

4. Legal Basis for Processing

We process personal data under the following lawful bases:

- Legal obligation: to comply with statutory duties
- Public task: to carry out official functions
- Consent: where you have given clear permission

5. How We Use Your Data

Your data is used to:

- Respond to enquiries and service requests
- Administer council services and events
- Maintain statutory records
- Fulfil transparency and accountability obligations
- Meet legal and regulatory requirements

6. Data Sharing

We do not sell your data. We may share it with:

- Internal council members and staff.
- External bodies (e.g. contractors, auditors, insurers, government bodies)
- Legal disclosures (e.g. courts, law enforcement)

All third-party processors are required to comply with UK GDPR and handle your data securely.

7. Data Retention

We keep personal data only for as long as necessary to fulfil the purpose it was collected for. Retention periods are set out in our **Document Retention and Disposal Policy**, but in general:

- Correspondence is kept for up to **6 months**
- Financial records are kept for **6 years**
- Statutory records are kept for the legally required period
- Personal data is deleted or securely destroyed when no longer needed

8. Information Security

We take appropriate technical and organisational measures to protect your data from:

- Unauthorised access
- Loss or theft
- Manipulation or falsification
- Destruction or unauthorised disclosure

These measures include secure storage, access controls, encryption, and relevant council policies.

9. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate information

- Request deletion of your data (in certain circumstances)
- Object to processing carried out under public task or legitimate interest
- Request restriction of processing
- Withdraw consent where processing is based on consent
- Complain to the Information Commissioner's Office (ICO)

ICO website: <https://ico.org.uk>

We encourage you to contact us first so we can try to resolve your concern.

10. Contact Us

If you have any questions about this Privacy Notice or how your data is handled, please contact:

Clerk: *Sandra Davitt*

Email: clerk@hattonpccheshire.org.uk