

PRIVACY NOTICE

Swine Parish Council is committed to protecting your personal data and respecting your privacy. This notice explains what personal information we collect, why we collect it, how we use it, and your rights under data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Swine Parish Council is the data controller for the personal information we process. **Contact:** Clerk to the Council, via email: SwinePC@Outlook.com, or post: Lavender Cottage, Coniston Lane, Swine HU11 4JB

2. What Personal Data We Collect

We may collect and process the following types of personal information:

- **Contact details** (name, address, email, telephone number)
- **Correspondence** sent to the council
- **Information relating to parish matters** (e.g., planning comments, service requests, volunteering)
- **Contractor and supplier information**
- **Website or social media enquiries**
- **Photographs** from community events (only with consent)

3. Why We Collect Your Data

We process personal data to carry out our lawful functions as a parish council, including:

- Responding to enquiries and correspondence
- Managing council meetings, agendas, and minutes
- Delivering services and community projects
- Managing contracts, tenders, and suppliers
- Maintaining financial records and audit requirements
- Complying with legal obligations (e.g., transparency, governance, statutory notices)

Our lawful bases include **public task**, **legal obligation**, **contract**, and **consent** (where applicable).

4. How We Use and Store Your Data

Your information is used only for the purpose for which it was provided. We store personal data securely and restrict access to authorised personnel only.

We do **not** sell or share your data with third parties for marketing. We may share information with:

- East Riding of Yorkshire Council
- Government bodies (where legally required)
- Contractors working on behalf of the parish council
- Auditors and regulatory bodies

Any sharing is strictly limited to what is necessary.

5. How Long We Keep Your Data

We retain personal data only for as long as necessary to fulfil the purpose it was collected for, in line with statutory requirements and our retention schedule. For example:

- Correspondence: usually up to 2 years
- Financial records: 6 years
- Minutes and agendas: permanently (as public records)

6. Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccurate information
- Request deletion (in certain circumstances)
- Object to or restrict processing
- Withdraw consent (where consent is the lawful basis)
- Complain to the Information Commissioner's Office (ICO)

ICO website: www.ico.org.uk

7. Freedom of Information

Swine Parish Council is subject to the **Freedom of Information Act 2000**. This means that information we hold may be disclosed in response to an FOI request unless an exemption applies. Personal data is protected and will not be released where disclosure would breach data protection law.

8. Contact Us

If you have any questions about this Privacy Notice or how your data is handled, please contact: **Clerk to Swine Parish Council** SwinePC@Outlook.com, or post: Lavender Cottage, Coniston Lane, Swine HU11 4JB