Great Witley and Hillhampton Parish Council

Privacy Policy

1.This Privacy Policy is provided to you by Great Witley and Hillhampton Parish Council ( the Council )and is intended to control personal data about you which has come into the possession of the Council.

“ Personal data” is any information about a living individual which allows them to be identified from that data. (e.g. a name, address, photograph, video or e-mail address.). or by use of that data in conjunction with other personal data.

The processing of personal data is governed by legislation, in particular the General Data Protection Regulation ( the GDPR), and the Human Rights Act. This Privacy Policy is intended to ensure that the policies and activities of the Council comply with such legislation.

2.The Council holds the names, addresses, telephone numbers and E-Mail addresses of all Parish Councillors, and also the District Councillors and County Councillors representing the local community at District and County Councils. This data is provided to the public in general through notice boards, our web site and through local publications. It is necessary to do so in order for the Council and for the Councillors to undertake their democratic function in providing services to the local community. Councillors are deemed to have consented to the holding and sharing of such data by accepting their appointment.

The Council holds personal data of its staff ( clerk and lengthsman) as well as staff employed by the Great Witley Village Hall committee ( a sub- committee of the Council) and others with whom it contracts to provide the Council with services.

The Council may hold personal data of those members of the public who contact either the clerk to the Council; One of the Councillors; or contact the Council through its website. The Council may also hold data, including banking data, on persons who have hired the Village Hall or the village hall car park; used the village tennis court or the playing fields.

3. Apart from these occasions the Council does not hold data of those who live in the Parish. On those occasions when the Council wishes to bring matters of interest to residents, notices may be sent to each household, but such notices are impersonal and do not require the use of any personal data.

4.The Council will comply with data protection law which orders that the data it holds 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 that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure .

5.Such personal data as is held by the Council is kept on the clerk’s lap top computer and in Council records , including minutes of meetings, and in records of bookings and payments kept by the Village Hall committee. You are entitled to inspect the records and the lap-top on request at reasonable notice to the clerk to the Council. You may be required to prove your identity before being given access to your data.

If you believe that the data is incorrect you are entitled to ask the clerk to correct the data. If you believe that the data is being improperly held you are entitled to ask the clerk to delete or destroy it. If the clerk rejects either of such requests your are entitled to complain to the Information Officers Office at Wyecliffe House, Water Lane , Wilmslow, Cheshire SK9 5AF

5. The council will not pass your data on to a third party without your permission unless :-

a). The council is under a statutory or legal obligation to do so.

b).The council needs to pass on your data in order to conclude a contract or other legal process .

c).it is necessary to do so to answer a question you have posed or to redress a complaint you have made.

6. The Council will not keep your data any longer than it is necessary to do so at which point it will be deleted or destroyed , whichever is appropriate. However, the Council has been advised to keep details of financial transactions for 7 years for accounting purposes. It will keep records of accidents and complaints of dangerous events, activities actions etc. until such information is no longer relevant to actual or potential litigation by or against the Council. The minutes of Council meetings showing attendance and the business carried on must be kept indefinitely.

7. If you have hired the Village Hall or car park your data nay also be kept by Hallmaster.co uk.

8.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 Councils statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or persons 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 obligation to you in detail.

9. The Council will implement appropriate security measures to protect your personal data. If for any reason we share your personal data with third parties e.g. a contactor or agent carrying out work for us, our bankers, our internet network providers; then that third party will also owe you an obligation to put in place appropriate security measures and will be directly responsible to you for the manner in which they keep and process your personal data.

10. Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures which give equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is accessible from overseas so on occasion some personal data may be accessed from overseas.

11. We will keep this Privacy Policy under regular review and we will place updates on our website www.greatwitleyandhillhamptonparishcouncil.org. The Policy was last updated in November 2018.

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or if you wish to exercise any of the rights described, or register a complaint at

The data Controller, The clerk to the Council etc