

Hassocks Parish Council
Privacy Notice
Approved **Date** (minute ref)



Privacy Notice

1. Introduction

This document explains how Hassocks Parish Council processes and protects personal data across all its activities, including website use, events, consultations, correspondence, contracts and statutory functions. Hassocks Parish Council is the data controller.

2. Types of personal data

Hassocks Parish Council may collect:

- **Contact Details:** name, address, telephone number, email address
- **Correspondence and Consultation Responses:** letters, emails, feedback forms, surveys
- **Event-related data:** attendance lists, photos and videos
- **Employee and Councillor Information:** employment history, payroll details, HR records
- **Supplier and Contractor Details:** business contact information, payment details
- **Community Services Data:** allotment tenant details, hall and sports hire bookings, event registrations
- **CCTV Footage (if applicable):** images recorded in public areas
- **Special category data (limited use):** health information for accessibility
- **Website Cookies and Analytics:** Our website uses cookies to analyse traffic, improve functionality and enhance user experience. (You can manage cookie preferences through your browser settings.)

3. Purpose of processing

- To respond to enquiries, manage bookings and provide council services
- To maintain statutory and property records.
- To manage events and consultations.
- To send newsletters or updates (with consent).
- For publicity (e.g., event photographs).
- To record views on council matters and respond appropriately.
- To manage staff and councillor administration.
- To administer contracts, procurement, payments and grants.
- To manage facilities and community activities.
- To engage with community groups and local organisations
- To ensure security and prevent crime.
- To improve website functionality, analyse traffic and enhance user experience
- To provide reasonable adjustments and comply with legal obligations.

4. Lawful basis for processing personal data

Under GDPR, every organisation must have a valid lawful basis before processing personal data. Hassocks Parish Council processes data under the following lawful basis:

- **Legal obligation** (statutory duties).
- **Public task** (official council functions).
- **Consent** (permission to use data for specific purpose).
- **Contract** (where applicable)
- **Legitimate interests** (fraud prevention, publicity)
- **Vital interests** (to protect life)

5. Sharing Data

We do not sell data. We may share with:

- Service providers acting on our behalf.
- Statutory bodies where legally required.

6. Retention

Data is kept only as long as necessary in accordance with the Council's Retentions Policy.

7. Security

Hassocks Parish Council takes data security seriously and uses a combination of physical, electronic, and managerial measures to safeguard personal information.

These measures help ensure that personal data is kept safe and processed in accordance with UK GDPR and related legislation.

8. Your Rights

Individuals have the:

- **Right to be informed** - you have the right to know how the Council collects, uses and shares your personal data. This Privacy Notice provides that information.
- **Right of access** - you can request a copy of the personal data we hold about you and details of how we use it. This is called a Subject Access Request (SAR).
- **Right to rectification** - you can ask the Council to correct inaccurate or incomplete personal data.
- **Right to erasure (“right to be forgotten”)** - you can request that the Council deletes your personal data in certain circumstances, such as when it is no longer needed for the purpose it was collected.
- **Right to restrict processing** - you can ask us to limit how we use your data, for example while we check its accuracy.
- **Right to data portability** - you can request your personal data in a structured, commonly used, machine-readable format and transfer it to another organisation.
- **Right to object** - you can object to processing based on legitimate interests or for direct marketing purposes.
- **Rights related to automated decision-making and profiling** - you have the right not to be subject to decisions made solely by automated means that significantly affect you.

If we rely on your consent to process your personal data, you have the right to withdraw that consent at any time. Withdrawing consent will not affect the lawfulness of any processing carried out before you withdrew it. Once consent is withdrawn, we will stop processing your data for that purpose unless another lawful basis applies.

9. Subject Access Requests

Under UK GDPR, individuals have the right to:

- Ask what personal information the Council holds about you
- Ask what this information is used for
- Be provided with a copy of the information
- Be given details of the purposes for which the Council uses the information and any other organisations to whom it is disclosed

You can submit a Subject Access Request in writing, by email, or verbally. The Council may need to verify your identity before providing the information. The Council will respond within one month of receiving your request (or within two months for complex requests).

SARs are free of charge unless the request is manifestly unfounded or excessive, in which case we may charge a reasonable fee or refuse the request.

10. Contact

For questions or to exercise your rights please contact:

Elaine Langridge, Parish Clerk

Hassocks Parish Council
Parish Centre
Adastra Park
Keymer Road
Hassocks
BN6 8QH

Email: clerk@hassocks-pc.gov.uk
Phone: 01273 842714

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO). You can contact them by telephone on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/data-protection-complaints>