

# Chipperfield Parish Council

## Privacy Notice (NALC-Aligned)

### 1. Introduction

Chipperfield Parish Council is a local authority and is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, store, and protect your personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Guidance issued by the National Association of Local Councils (NALC)

This notice applies to residents, service users, contractors, suppliers, staff, councillors, and anyone who interacts with the Parish Council.

### 2. Data Controller and Contact Details

Chipperfield Parish Council is the Data Controller.

#### **Clerk to the Council / Data Protection Lead**

Chipperfield Parish Council  
The Village Hall  
The Common  
Chipperfield, Hertfordshire  
WD4 9BS  
Email: [clerk@chipperfieldparishcouncil.gov.uk](mailto:clerk@chipperfieldparishcouncil.gov.uk)  
Phone: 01923263901

### 3. How We Use Your Information

We use personal data to enable the Parish Council to:

- Fulfil its statutory and legal obligations
- Deliver local services and facilities
- Communicate with residents and stakeholders
- Manage consultations, meetings, and decision-making
- Process complaints and enquiries
- Manage contracts, finance, and governance

We will only collect and use personal data where it is necessary and relevant.

### 4. Lawful Bases for Processing

Under UK GDPR, the Parish Council processes personal data under the following lawful bases:

- **Public task** – where processing is necessary to perform a task in the public interest or under official authority
- **Legal obligation** – where processing is required by law
- **Contract** – where necessary for the performance of a contract
- **Consent** – where explicitly obtained
- **Legitimate interests** – where applicable and not overridden by individual rights

## 5. Types of Personal Data We Collect

Depending on your interaction with the Parish Council, we may collect:

- Name and title
- Postal address
- Email address and telephone number
- Records of correspondence and enquiries
- Consultation and survey responses
- Meeting attendance and representations
- Financial information (where required)
- Website usage data and IP addresses

We do not collect special category data unless there is a clear legal requirement to do so.

## 6. Sharing Your Information

We may share your personal data where necessary with:

- Other local authorities or public bodies
- Contractors and service providers acting on our instructions
- Professional advisers (e.g. auditors, insurers)
- Regulators and government bodies where legally required

All third parties are required to handle your data securely and lawfully.

## 7. Data Retention

Personal data is retained in accordance with the Parish Council's Records Management and Retention Schedule, based on guidance from NALC and the Local Government Association.

Retention periods vary depending on the type of record but typically range from **2 to 6 years**, or longer where required by statute. Data is securely deleted or anonymised once no longer required.

## 8. Your Rights

You have the following rights under data protection law:

- To be informed about how your data is used
- To access personal data held about you
- To request correction of inaccurate data
- To request erasure (where applicable)
- To restrict or object to processing
- To withdraw consent (where consent is the lawful basis)

Requests should be submitted in writing to the Clerk to the Council.

## **9. Data Security**

The Parish Council takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage and restricted access
- Password-protected systems
- Encrypted devices and backups where appropriate
- Staff and councillor awareness of data protection responsibilities

## **Cookies and Website Use**

### **10. Cookies**

The Parish Council website may use cookies to ensure effective operation and to improve user experience. Cookies do not identify you personally.

You can control cookies through your browser settings. Disabling cookies may affect website functionality.

### **11. Website Analytics**

The website may use anonymised analytics (such as Google Analytics) to monitor website performance and usage. Analytics cookies are first-party cookies and do not collect personally identifiable information.

### **12. Complaints**

If you are dissatisfied with how the Parish Council has handled your personal data, you may raise a concern with us directly.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

**This Privacy Notice will be reviewed periodically and updated as required.**