



CLIPSTON PARISH COUNCIL

c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Email: clerk@clipstonparishcouncil.org

Website: <http://www.clipstonparishcouncil.gov.uk>

General Privacy Notice

1. Introduction

This Privacy Notice explains how **Clipston Parish Council** collects, uses, stores, and protects personal data in the course of carrying out its duties. The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all relevant legislation.

Clipston Parish Council is the **Data Controller** and is responsible for ensuring that your personal data is handled lawfully, fairly, and transparently.

We review our data protection practices regularly and follow the **ICO's guidance** and the **NALC Model Publication Scheme** to ensure good governance and accountability.

2. What Personal Data We Collect

The Council may collect and process the following categories of personal data:

- **Contact details** – name, address, telephone number, email address
- **Correspondence** – information you provide when contacting the Council
- **Planning matters** – comments submitted to the Council for consideration
- **Allotment information** – tenancy details and related correspondence
- **Financial information** – bank details for payments, grants, or contracts
- **Contractor and supplier information** – for service delivery and invoicing
- **Employment-related information** – for staff, councillors, and contractors
- **Website or digital contact** – information submitted through online forms

Clipston Parish Council does **not** collect or process burial records or CCTV images.

3. How We Collect Your Data

We collect personal data in several ways, including:

- When you contact the Council by email, phone, letter, or online
- When you complete forms or submit applications
- When you attend Council meetings or events
- When you supply goods or services to the Council
- When you engage with Council-managed facilities or land

We only collect information that is necessary for the Council to carry out its functions.

4. Why We Use Your Personal Data

We process personal data to:

- Respond to enquiries, requests, and complaints
- Deliver council services and manage community assets
- Carry out statutory and legal obligations
- Manage contracts, grants, and financial transactions
- Support democratic engagement and transparency
- Communicate with residents about council matters
- Maintain records required by law

We do not use your data for marketing purposes.



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5. Lawful Bases for Processing

Clipston Parish Council relies on one or more of the following lawful bases:

- **Public task** – performing a function in the public interest
- **Legal obligation** – complying with statutory requirements
- **Contract** – fulfilling a contract or taking steps to enter one
- **Consent** – where you have given clear permission
- **Legitimate interests** – for activities reasonably expected as part of council operations

Where consent is used, you may withdraw it at any time.

6. Sharing Your Information

We may share your personal data with:

- **West Northamptonshire Council** or other public bodies
- **Contractors or service providers** working on behalf of the Council
- **Auditors, regulators, or statutory bodies**
- **Councillors**, where necessary to respond to your enquiry

We only share the minimum information required and only when necessary.

We do **not** sell personal data to third parties.

7. How Long We Keep Your Data

We retain personal data only for as long as necessary to fulfil the purpose it was collected for, and in line with:

- statutory requirements
- recognised good practice
- the Council's retention schedule

When data is no longer required, it is securely deleted or destroyed.

8. How We Protect Your Data

Clipston Parish Council takes appropriate technical and organisational measures to safeguard your personal data, including:

- secure digital and physical storage
- controlled access to information
- data minimisation practices
- regular review of data protection procedures

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 or restrict processing**
- **Request data portability**
- **Withdraw consent** (where applicable)

You may also request a copy of the Council's **Data Protection Policy**.



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10. Our Commitment to Good Practice

Clipston Parish Council:

- follows **ICO guidance** on data protection
- operates in line with the **NALC Model Publication Scheme**
- reviews its privacy practices regularly
- ensures councillors and staff understand their responsibilities
- maintains transparency and accountability in all data handling

These measures support compliance with **Assertion 10** of the Annual Governance Statement.

11. Contact Details

Clipston Parish Council Clerk: Mrs C E Valentine Email: clerk@clipstonparishcouncil.org

Website: www.clipstonparishcouncil.gov.uk

If you have concerns about how your data is handled, you may contact the **Information Commissioner's Office (ICO)**.

This policy is reviewed and adopted annually dated March 2026
READOPTED MAY 2026