

The Parish Council of Little Harrowden



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<https://littleharrowdenparishcouncil.gov.uk/>

Privacy Policy

Policy created for the September OCM and adopted: 9th September 2026

This policy shall be reviewed every 2 years, or earlier if required by changes to legislation, guidance or the Council's data processing activities.

Next review: September 2028

Signed:

Name:

Position:

Date:

Our privacy policy describes how Little Harrowden Parish Council gathers, uses, stores and protects personal data.

This privacy policy applies to personal data processed by Little Harrowden Parish Council in carrying out its functions and services, including information provided through the Council's website, by telephone, post, email or other means. Little Harrowden Parish Council takes the privacy of your information very seriously. This privacy policy should be read alongside our other data protection policies, procedures and governing documents, which are available from the Council's website.

Please read this privacy policy carefully.

Definitions and Interpretations

In this privacy policy, the following definitions are used:

- **Data / Personal Data.** Information relating to an identified or identifiable living individual, as defined by Data Protection Laws.
- **Cookies.** Small text files or similar storage technologies placed on or accessed from your device when you visit certain parts of the Website or use particular features.
- **Data Protection Laws.** The UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, as amended, including by the Data (Use and Access) Act 2025, and other applicable UK data protection legislation.
- **PECR.** The Privacy and Electronic Communications (EC Directive) Regulations 2003, as amended.
- **Little Harrowden Parish Council (the Council, we or us).** The parish council and data controller responsible for the processing of personal data described in this policy.
- **Website.** The website <https://littlearrowdenparishcouncil.gov.uk/> and its sub-domains unless expressly excluded by their own terms.
- In this privacy policy, unless the context requires a different interpretation:
- the singular includes the plural and vice versa;
- "including" is understood to mean "including without limitation";
- reference to any statutory provision includes any modification or amendment of it;
- the headings and sub-headings do not form part of this privacy policy.

Scope of this Privacy Policy

This privacy policy applies to personal data processed by Little Harrowden Parish Council in connection with its statutory functions, administration, services, correspondence, community activities and Website. It does not extend to external websites that can be accessed from the Website, including links to social media websites.

For the purposes of applicable Data Protection Laws, Little Harrowden Parish Council is the data controller. This means that the Council determines the purposes and means of processing personal data.

Data

Data collected

We may collect and process the following personal data, where relevant:

- name, address, email address, telephone number and other contact details;
- information contained in correspondence, enquiries, complaints, consultations or requests;
- information required to administer Council services, contracts, payments, employment, councillor administration and statutory functions;
- financial or payment information where required;
- information supplied to the Council by other public authorities or organisations where there is a lawful basis for doing so;

- website and technical information, which may include IP address, browser type, operating system, pages visited and date/time of access; and
- other personal information that you provide to us or that the Council lawfully obtains in carrying out its functions.

The Council may occasionally process special category or criminal offence data where this is necessary and where the additional legal conditions required by Data Protection Laws are met.

How we collect data

We collect Data in the following ways:

- data is given to us by you;
- data is supplied to us by another person, organisation or public authority where lawful; and
- limited website and technical data may be collected automatically.

Data that is given to us by you

Little Harrowden Parish Council may collect your Data when you:

- contact us through the Website, by telephone, post, email or through any other means;
- use a Council service;
- respond to a consultation;
- make an enquiry, complaint or request;
- enter into a contract or other arrangement with the Council; or
- otherwise provide information to us.

Data that is collected automatically

When you access the Website, limited technical information may be collected automatically to operate, secure and improve the Website. This may include your IP address, browser/device information, pages visited and date/time of access. The Website may also use cookies or similar storage technologies. These are described in the section headed “Cookies” below.

Our use of data

Personal Data may be processed where necessary for the Council to:

- carry out its statutory functions and public tasks;
- respond to correspondence, enquiries, complaints and requests;
- provide and administer Council services and community activities;
- manage contracts, suppliers, payments, employment and councillor administration;
- meet legal, financial, audit, insurance and regulatory requirements;
- undertake consultations and community engagement;
- maintain Council records; and
- operate, secure and improve the Council’s Website.

The Council will identify an appropriate lawful basis for each processing activity.

Depending on the circumstances this may include legal obligation under Article 6(1)(c) UK GDPR, public task under Article 6(1)(e), contract under Article 6(1)(b), consent under Article 6(1)(a), or legitimate interests under Article 6(1)(f) where that basis is available and appropriate.

Where special category or criminal offence data is processed, the Council will also identify any additional condition required by law.

Who we share data with

We do not sell personal data.

Where lawful and necessary, we may share personal data with authorised Council members or staff, other public authorities and statutory bodies, professional advisers, auditors, insurers, payroll or financial service providers, contractors and service providers, IT/cloud/website providers, law-enforcement bodies and regulators.

Where another organisation processes personal data on the Council's behalf, appropriate contractual and security arrangements will be used where required by Data Protection Laws.

Keeping data secure

We use appropriate technical and organisational measures to safeguard personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage. Access is restricted to authorised persons and electronic information is protected using appropriate security controls.

The Council has procedures for dealing with suspected personal data breaches. If you suspect misuse, loss or unauthorised access to personal data held by the Council, please contact the Clerk immediately at clerk@littleharrowdenparishcouncil.gov.uk.

Data retention

Personal data will be retained only for as long as necessary for the purpose for which it was collected and in accordance with the Council's Records Retention Policy and applicable legal requirements. When no longer required, personal data will be securely deleted or destroyed.

Information may remain within secure backup systems for a limited period after deletion from live systems, subject to the Council's and its service providers' backup and retention arrangements.

Your rights

Depending on the circumstances and the lawful basis for processing, you may have the following rights in relation to your Data:

- **Right to access** – the right to request a copy of personal data held about you and other information about its processing.
- **Right to correct** – the right to have inaccurate personal data rectified and incomplete data completed.
- **Right to erase** – the right to request erasure of personal data in circumstances where this right applies.
- **Right to restrict processing** – the right to request restriction of processing in circumstances where this right applies.
- **Right to data portability** – the right, in certain circumstances, to obtain and reuse personal data you have provided to us.
- **Right to object** – the right to object to certain processing, including processing based on public task or legitimate interests, subject to the applicable legal conditions.
- **Right to withdraw consent** – where consent is the lawful basis, you may withdraw it at any time without affecting the lawfulness of processing carried out before withdrawal.

To make enquiries or exercise your rights, please contact the Clerk at clerk@littleharrowdenparishcouncil.gov.uk. Requests will be handled in accordance with Data Protection Laws and the Council's Subject Access Request Procedure where applicable.

If you have a concern or complaint about the Council's use of your personal data, please contact the Clerk in the first instance. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO). Information about making a complaint is available from the ICO website.

It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

International transfers and automated decision-making

The Council does not routinely transfer personal data outside the UK. Where a service provider processes personal data outside the UK, the Council will require appropriate safeguards in accordance with Data Protection Laws.

The Council does not carry out automated decision-making or profiling that produces legal or similarly significant effects on individuals.

Links to other websites

This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for their content or privacy practices. This privacy policy does not extend to your use of those websites. You are advised to read the privacy notice or statement of external websites before providing personal information.

Cookies

Cookies are small text files, and similar storage technologies, placed on or accessed from your device when you visit a website. The Council's Website is provided using the Parish Online Websites platform.

Parish Online's current guidance identifies the standard cookie/storage categories used on Parish Online websites as strictly necessary, preferences, analytics and security. Strictly necessary, preference and security technologies are used to enable core functionality, remember settings such as cookie choices and protect the Website. Analytics technologies are used to measure Website usage and performance.

Non-essential analytics cookies will only be placed after consent has been provided through the Website's cookie controls. Consent can be refused or withdrawn. Cookies and similar technologies are used in accordance with PECR and UK GDPR where applicable.

The standard categories identified by Parish Online are:

- Strictly necessary – enable core Website functionality. Consent is not required.
- Preferences – remember settings and choices, such as cookie consent. Consent is not required where the applicable PECR exception applies.
- Analytics – measure Website usage and performance to help improve the Website. Consent is required.
- Security – protect Website functionality and users from malicious activity. Consent is not required where the applicable PECR exception applies.

A current list of cookies and available preferences should be provided through the Website's cookie management controls. The Council will review this information if additional third-party tools or scripts are added to the Website.

You can also manage or delete cookies through your browser settings, although disabling strictly necessary technologies may affect Website functionality.

Changes to this Privacy Policy

Little Harrowden Parish Council may update this privacy policy where necessary to reflect changes in legislation, guidance, Council processing or Website functionality. Material changes will be published on the Council's Website.