

Terrington Parish Council

General Data Protection Regulation – What it means for you.

PRIVACY NOTICE (adopted 11 May 2026)

The notice provides general information on the way in which the personal information you provide to the Parish Council is managed and processed.

Your personal data – what is it?

“Personal data” is any information about a living person which allows them to be identified from that data (e.g. a name, address, photograph, video, email address) or by combining it with other information which helps to identify a living person.

The Data Controller and Contact Details

The Parish Council is the Data Controller for any personal data you provide to the Council.

Data controllers the Parish Council works with include:

- Local Authorities (including North Yorkshire Council).
- Charities and not-for-profit organisations.
- Contractors and Service providers.
- Professional advisers and auditors.
- IT and Software providers.
- Government departments and regulatory bodies, where required by law.

We may need to share your personal data we hold with them so that they can carry out their responsibilities.

What personal data does the Parish Council use?

Terrington Parish Council may need to process the following personal data where it is necessary to perform its tasks:

- Contact details such as names and addresses,
- telephone numbers and email addresses
- information you supply to the Council
- personal data connected with the management of the cemetery.

The Parish Council must comply with data protection law. This says that the personal data we hold 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 used only for the purposes you have agreed.

- Accurate and kept up to date.
- Kept securely ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.
- Kept only as long as necessary for the purposes we have told you about and safely deleted or destroyed when it is no longer needed.

What is the legal basis for processing your personal data?

The legal basis for using your personal data is -

- to comply with our legal obligations.
- for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council.
- to enter into a business contract or to take steps to enter into a contract.
- where you have given consent to the processing for a specific purpose.

Sharing your personal data

In certain circumstances we may need to share your personal data with third parties. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the way they process and protect your personal data.

We will only share your personal data with third parties under one of the following circumstances:

- With your consent;
- In order to fulfil a contract with you;
- If we have a legal obligation;
- If it is necessary to protect someone's life;
- If it is necessary in order for the Parish Council to carry out its proper functions.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so or may keep some records for an extended period. For example, keeping financial records for a minimum period of 8 years to support HMRC audits or provide tax information.

We will endeavour to keep data only for as long as we need it and will delete it when it is no longer needed. Details of how long personal data are retained for is set out in the Parish Council's Retention & Disposal Policy, which is reviewed regularly.

Your rights and your personal data

There are certain rights that you may exercise depending on the legal basis for processing your personal data. In most cases, these rights are not absolute and there may be compelling or overriding legal reasons why the Council cannot meet

these rights in full. This will be explained to you in more detail should you contact the Council for any of the reasons detailed below:

- request a copy of the personal information the Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on the Council's processing of your data;
- to object to processing; and
- to request your data to be transmitted to yourself or another data controller in a "structured, commonly used and machine-readable format" (data portability).

Where the processing of your personal data is based on your consent, in most circumstances you have the right to withdraw that consent at any time and the Council will act on your instructions.

Contact Details

If you have any concerns about how we process your personal data or wish to discuss how to exercise your rights or wish to make a complaint you should contact the Parish Clerk at

clerk@terringtonpc.co.uk

Alternatively, you may wish to complain directly to the Information Commissioners Office (ICO). You can do this by writing to them at: Information Commissioners' Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Changes to this notice

We keep this Privacy Notice under regular review and will place any updates on the Terrington Parish Council website (<https://www.terringtonpc.co.uk>).

This privacy notice is published in accordance with the UK General Data Protection Regulations (GDPR) (2018) and other legislation relating to personal data (Human Rights Act).

Review date no later than May 2028