

WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

White Elm Garden Centre, White Elm Road, Bicknacre, Chelmsford, CM3 4LR

Tel: 07931 558125

Email: clerk@woodhamferrersandbicknacre-pc.gov.uk

Website: www.woodhamferrersandbicknacre-pc.gov.uk



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

GENERAL PRIVACY NOTICE

Re-Adopted: 5th May 2026

Review Date: May 2027

1. Introduction

Woodham Ferrers & Bicknacre Parish Council is committed to protecting your personal data and respecting your privacy.

This Privacy Notice explains how we collect, use and protect your personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Who We Are

Woodham Ferrers & Bicknacre Parish Council is the **data controller** for the personal data we process.

Contact details:

Clerk to the Council

Email: clerk@woodhamferrersandbicknacre-pc.gov.uk

Telephone: 07931 558125

The Council has determined that it is not required to appoint a formal Data Protection Officer. The Parish Clerk acts as the Council's Data Protection lead.

3. What Personal Data We Collect

We may collect and process some or all of the following:

- Names, titles and contact details (address, telephone number, email)
- Financial information (e.g. payments, grants, invoices)
- Information relating to services or facilities you use
- Correspondence and enquiries
- Employment and councillor information
- Images, photographs, and CCTV recordings (where applicable)

We may also process **special category data** (e.g. health or safeguarding information) where necessary and lawful to do so.

4. How We Use Your Personal Data

We process personal data to:

- Deliver public services and carry out our functions
- Manage our facilities and assets
- Communicate with residents, service users and stakeholders
- Process financial transactions
- Maintain our accounts and records
- Manage employment and recruitment
- Ensure safeguarding and public safety
- Comply with legal and regulatory obligations

5. Lawful Basis for Processing

We process personal data under the following lawful bases:

- **Public task (Article 6(1)(e))** – where processing is necessary for the performance of our public functions
- **Legal obligation (Article 6(1)(c))** – where we must comply with the law
- **Contract (Article 6(1)(b))** – where processing is necessary for a contract with you

We will only rely on **consent (Article 6(1)(a))** where no other lawful basis applies, and you may withdraw your consent at any time.

Where we process **special category data**, we will do so in accordance with Article 9 UK GDPR.

6. Sharing Your Personal Data

We may share your personal data where necessary with:

- Other local authorities and public bodies
- Contractors, suppliers and service providers
- Community organisations and partners
- Regulatory and law enforcement bodies

All third parties are required to respect the security of your data and process it lawfully.

7. How Long We Keep Your Data

We will only retain personal data for as long as necessary.

Retention periods are set out in the Council's **Document Retention Policy**, which is available on request.

8. Data Security

We take appropriate technical and organisational measures to protect personal data against:

- Unauthorised access
- Loss or destruction
- Alteration or disclosure

This includes secure systems, restricted access and regular review of our data protection practices.

9. Data Breaches

Any data breach will be assessed and, where required, reported to the **Information Commissioner's Office (ICO)** within 72 hours in accordance with UK GDPR.

10. International Transfers

We do not routinely transfer personal data outside the UK.

Where this is necessary, we will ensure appropriate safeguards are in place in accordance with UK GDPR.

11. Your Rights

You have the following rights:

- **Right of access** – to request copies of your personal data
- **Right to rectification** – to correct inaccurate data
- **Right to erasure** – to request deletion (where applicable)
- **Right to restrict processing**
- **Right to object** to processing
- **Right to data portability** (where applicable)
- **Right to withdraw consent** (where consent is used)

To exercise your rights, please contact the Clerk.

12. Complaints

If you are unhappy with how we process your personal data, please contact us in the first instance.

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

ICO Contact Details:

Website: www.ico.org.uk

Telephone: 0303 123 1113

13. Further Processing

If we need to use your personal data for a new purpose, we will inform you and provide an updated Privacy Notice where required.

14. Changes to This Notice

This Privacy Notice will be reviewed regularly and updated as necessary.

The latest version will always be available from the Council.