General Privacy Notice

Adopted by Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council — 20 May 2026

This notice explains how we collect, use, store, and share your personal data. It sets out your rights under UK data protection law and tells you how to contact us or raise a concern. Please read this notice carefully.



What Is Personal Data?

"Personal data" means any information relating to a living individual who can be identified directly or indirectly. This includes names, addresses, email addresses, photographs, identification numbers, and any information that can be linked to an identifiable person.

The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025, together with any related legislation.

Who We Are

Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council is the data controller. This means we decide how and why your personal data is processed.

We may work with other data controllers, including:

- Local authorities
- Community groups
- Contractors and service providers

Where we jointly determine the purpose and means of processing, we may act as joint data controllers. Where each organisation processes data independently, each is responsible for its own compliance.

The council is registered with the Information Commissioner's Office (ICO) as a data controller. Our registration details are available on the ICO's public register at ico.org.uk.

What Personal Data We Process

We may process some or all of the following information.

Personal Data

- Names, titles and aliases
- Contact details (addresses, telephone numbers, email addresses)
- Photographs
- Information relating to services you request or use
- Information relating to your household or family where relevant
- Financial information (e.g. bank details for payments, burial plot fees)

Special Category Data

Where necessary and lawful, we may process:

- Health information
- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Information relating to safeguarding concerns

⚠ These categories require additional protection and are only processed where strictly necessary.

How We Use Special Category Data

We may process special category data only where:

- You have given explicit consent
- It is necessary to comply with legal obligations
- It is required for safeguarding or public interest purposes
- It is needed for legal claims
- You have already made the information public

ⓘ We will always ensure appropriate safeguards are in place.

How We Use Your Personal Data

We use your personal data to:

- Provide and manage council services
- Confirm your identity
- Contact you about services, facilities, events or consultations
- Maintain accounts and financial records
- Process payments, grants and contracts
- Carry out statutory functions and legal obligations
- Prevent, detect and investigate fraud, misuse of public funds, and other criminal or improper conduct
- Manage burial records and cemetery administration
- Handle complaints, enquiries and requests
- Conduct safeguarding activities
- Identify and support residents who may be vulnerable or have particular needs
- Support community engagement and communication
- Analyse data to improve services

We will only use your data for the purposes for which it was collected unless a lawful basis allows otherwise.

Legal Basis for Processing

We process personal data under one or more of the following lawful bases:

- **Legal obligation** – to comply with statutory duties
- **Public task** – to perform tasks carried out in the public interest
- **Contract** – to deliver services you have requested
- **Vital interests** – to protect your life or the life of another person
- **Consent** – where you have given clear permission
- **Legitimate interests** – where processing is necessary and does not override your rights

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

Sharing Your Personal Data

We may share your data with:

- Local authorities
- Contractors and service providers
- Community organisations involved in joint projects
- Auditors, regulators or statutory bodies
- Law enforcement agencies (where required)

We only share data where necessary, and all third parties must protect your information in accordance with the law.

How Long We Keep Your Personal Data

We retain personal data only for as long as necessary to fulfil the purpose for which it was collected, including:

- Statutory retention periods
- Audit and financial requirements
- Legal claims and limitation periods
- Cemetery and burial records (permanent retention)

We follow the Council's Data & Electronic Data Retention Policy for specific retention periods.

Your Rights

You have the following rights under UK GDPR:

- **Right of access** – to request a copy of your personal data
- **Right to rectification** – to correct inaccurate or incomplete data
- **Right to erasure** – to request deletion where lawful
- **Right to restrict processing** – to limit how your data is used
- **Right to object** – to processing based on public task or legitimate interests
- **Right to data portability** – to request transfer of your data
- **Right to withdraw consent** – where processing is based on consent

⚠ Some of these rights are not absolute. We may need to refuse or limit a request where we are required to continue processing your data to comply with a legal obligation, to establish or defend legal claims, or to protect the rights of others. Where this applies, we will tell you.

We may need to verify your identity before responding to a request.

If you have a concern about how we have handled your personal data, you can raise this with us in the first instance by contacting the Clerk. If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

You can contact the ICO at:

- **Website:** ico.org.uk
- **Telephone:** 0303 123 1113
- **Post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Use of Artificial Intelligence (AI) Tools

The council may use AI tools to support its work. This may include processing and summarising documents and correspondence received by the council, generating summaries of meetings, drafting content, and carrying out research. The way the council uses AI may change over time as new tools and approaches become available. AI tools do not make decisions on behalf of the council or about individuals.

> ⓘ The AI tools we use are not permitted to use personal data to train or improve their models.

Where AI tools process personal data, we ensure appropriate safeguards are in place and limit the data shared to what is necessary for the task.

Transfer of Data Abroad

We do not routinely transfer personal data outside the UK. Where any transfer does occur — for example through the use of cloud-based tools or because our website is accessible from overseas — we ensure that appropriate safeguards are in place and that any destination country provides an adequate level of data protection.

Further Processing

If we intend to use your personal data for a new purpose not covered by this notice, we will provide a new privacy notice and, where necessary, seek your consent.

Changes to This Notice

This notice will be reviewed regularly and updated where necessary. The latest version will be published on the Council's website.

Contact Details

To exercise your rights or raise a concern, please contact:

The Data Controller, Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council
Email: clerk@shadingfield-jpc.gov.uk