



Image by Sheila Ashton

CLIFTON PARISH COUNCIL

Data Protection & General Privacy Policy

Adopted at the Full Council meeting on 12th June 2025

When you contact **Clifton Parish Council**, the information you provide (personal information such as name, address, email address and phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

Clifton Parish Council's Right to Process Information.

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

Information Security.

Clifton Parish Council cares to ensure the security of personal data. It will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

Your data will only be kept for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded or securely disposed of.

The Council will abide by the 'right to be forgotten' and will delete all personal data held on someone if a request is received in writing and the information held is no longer required or consent is withdrawn. The Council cannot delete information if it is required to have it by law.

Your Rights

Access to Information

You have the right to request access to the information held about you. You can do this by contacting the Clerk by email: clerk@cliftonbeds-pc.gov.uk You will be required to provide proof of identity.

If a person requests to see any data that is being held about them

- They must be sent all of the personal information that is being held about them.
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage may be charged to the person requesting the personal information. This fee will be agreed by the Council and amended in line with inflation from time to time.

Information Correction.

If you believe that the information held about you is incorrect, you may contact the Clerk so that the information can be updated.

Information Deletion.

If you wish the Council to delete the information held about you, please contact the Clerk.

Right to Object.

If you believe that your data is not being processed for the purposes it has been collected for, you may object to the Clerk.

Rights Related to Automated Decision Making and Profiling.

Clifton Parish Council does not use automated decision making or profiling of personal data.

Confidentiality

The Council, Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Contact Details

Please contact the Clerk if you have any questions about this Data Protection & General Privacy Policy or the personal data held about you or to exercise all relevant rights, queries or complaints:

The Data Controller, Clifton Parish Council, Clifton Community Centre, Whiston Crescent, Clifton
SHEFFORD, Bedfordshire SG17 5HY.

Email clerk@cliftonbeds-pc.gov.uk

This policy must be reviewed and re-adopted by end of June 2027