Highcliffe and Walkford Parish Council - Adpoted Nov 25, Reviewed 13 May 2026

Data Protection and Privacy Policy

1. Introduction

Highcliffe and Walkford Parish Council ("the Council") is committed to protecting the personal data it holds and processes. This policy explains how the Council collects, uses, stores, shares, and retains personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other relevant legislation.

"Personal data" means any information relating to an identified or identifiable natural person. Processing includes collecting, storing, using, amending, sharing, and deleting data.

The Council acts as the **Data Controller**, determining how personal data is processed.

2. Contact Details

Data Controller: Highcliffe and Walkford Parish Council

Council Office Address:
The Old School, 254 Lymington Road, Highcliffe, BH23 5ET

Email: clerk@highcliffewalkford-pc.gov.uk
Website: https://highcliffewalkford-pc.gov.uk/

The Clerk, who also acts as the Responsible Financial Officer (RFO), is the primary point of contact for data protection matters.

3. Personal Data We May Collect

The Council may collect and process the following types of personal data:

- Names, titles, and contact details (address, telephone number, email address)
- Photographs or video where relevant to Council activities
- Correspondence and enquiry details
- Financial information where payments are made to or from the Council
- Details relating to Council services such as allotments, meetings, volunteering, or bookings
- Information submitted through consultations, surveys, or complaints

The Council will only collect data necessary for a specific purpose and will ensure it is relevant and up-to-date.

4. Lawful Basis for Processing

The Council processes personal data under one or more lawful bases, including:

- **Public Task:** To perform statutory functions or powers
- **Legal Obligation:** To comply with the law
- **Contract:** When entering into or administering an agreement
- **Consent:** Where the data subject has given clear permission (consent can be withdrawn at any time)
- **Legitimate Interests:** When processing is necessary and does not override individual rights

5. How We Use Personal Data

The Council may use personal data to:

- Deliver Council services and respond to enquiries
- Maintain records, accounts, and audit trails
- Consult with residents and stakeholders
- Manage contracts, allotments, bookings, and grants
- Communicate Council news, decisions, and events
- Ensure public safety and safeguarding duties
- Support the administration of Council meetings

The Council may use CCTV or images for crime prevention, if applicable.

6. Sharing Personal Data

Personal data may be shared only when necessary and lawful, such as with:

- Contractors and service providers working on behalf of the Council
- Other local authorities or statutory bodies
- Law enforcement agencies

Any third parties must also comply with data protection law.

7. Data Retention

Personal data will be retained only for as long as needed, in accordance with legally required retention periods and best practice guidelines. Some records (for example, minutes) may be kept permanently.

When data is no longer required, it will be securely deleted or destroyed.

8. Data Security

The Council takes steps to keep data secure and to prevent loss, misuse, or unauthorised access through appropriate technical and organisational measures.

9. Your Rights

Individuals have the right to:

- Access personal data the Council holds about them
- Request correction or deletion of personal data
- Object to or restrict processing in some circumstances
- Withdraw consent where it is used as the lawful basis
- Lodge complaints with the Information Commissioner's Office (ICO)

ICO Contact: www.ico.org.uk • 0303 123 1113

10. Data Transfers

Personal data will not be transferred outside the UK unless adequate safeguards are in place.

11. Changes to This Policy

This policy will be reviewed annually or sooner if needed.

12. Approval and Review

Date Approved: 12 November 2025
Review Date: November 2026

This policy will be published on the Council's website and made available on request.

CCTV Operation at Wingfield Recreation Ground

The Council operates Closed Circuit Television (CCTV) at Wingfield Recreation Ground for the purposes of preventing and detecting crime, safeguarding the public, and protecting Council property.

- CCTV is operated in accordance with the **Data Protection Act 2018**, **UK GDPR**, and the **Surveillance Camera Code of Practice**.
- Clear signage is displayed to inform the public that CCTV recording is in use.

- Footage will only be retained for as long as is necessary for lawful purposes and will be securely deleted when no longer required.
- CCTV footage may be shared with law enforcement agencies where there is a lawful basis to do so.