



# EARLS COLNE PARISH COUNCIL

## PRIVACY NOTICE (2026)

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### 1. Introduction

Earls Colne Parish Council ('the Council') is committed to protecting and respecting your privacy.

This Privacy Notice explains how the Council collects, uses, stores and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and Information Commissioner's Office (ICO) guidance.

The Council acts as a Data Controller for the personal information it processes.

### 2. Data Controller

Earls Colne Parish Council

c/o Parish Clerk

Village Hall, York Road, Earls Colne, CO6 2RN

Email: [clerk@earlscolne-pc.gov.uk](mailto:clerk@earlscolne-pc.gov.uk)

Telephone: 01787 224370

Website: [www.earlscolne-pc.gov.uk](http://www.earlscolne-pc.gov.uk)

### 3. Information We Collect

The Council may collect and process personal information including:

- Names and contact details
- Addresses and postcode information
- Email addresses and telephone numbers
- Financial information where necessary for payments or grants
- Employment and recruitment information
- Correspondence and complaint details



- Allotment or hall user records
- Photographs, recordings or CCTV images where applicable

#### **4. How Information is Collected**

- Directly from individuals
- Council forms and applications
- Emails, letters and telephone calls
- Council meetings and consultations
- Website enquiries and online submissions
- Other public authorities or agencies where lawful

#### **5. Why We Use Personal Data**

The Council processes personal data in order to:

- Carry out statutory duties and public tasks
- Deliver Council services and facilities
- Manage allotments and community assets
- Administer grants and community support
- Manage employment and recruitment
- Respond to enquiries, complaints and correspondence
- Maintain financial and administrative records
- Meet legal and regulatory obligations

#### **6. Lawful Basis for Processing**

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

- Public task
- Legal obligation
- Contract



- Consent where appropriate
- Legitimate interests where applicable

Most Council processing activities are carried out under public task or legal obligation.

## **7. Sharing Information**

The Council may share information where lawful and necessary with:

- Government departments and agencies
- Auditors and professional advisors
- HM Revenue and Customs
- Braintree District Council and Essex County Council
- Contractors or service providers acting on behalf of the Council
- Law enforcement agencies where required

The Council will not sell personal data to third parties.

## **8. Retention of Information**

Personal data will only be retained for as long as necessary in accordance with the Council's Data Retention Policy and legal obligations.

## **9. Information Security**

The Council takes appropriate technical and organisational measures to protect personal information, including:

- Password-protected systems and devices
- Secure cloud-based storage where appropriate
- Restricted access to confidential information
- Secure disposal of confidential waste
- Regular system and software updates



## 10. Your Rights

Under data protection legislation individuals have rights including:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to object
- Right to complain to the Information Commissioner's Office

Requests relating to personal data should be directed to the Parish Clerk.

## 11. Website and Electronic Communications

The Council website may collect limited technical information such as cookies or website usage data. Electronic communications will be handled in accordance with the Council's Communications Policy and Data Protection Policy.

## 12. Related Policies

- Data Protection Policy
- Communications Policy
- Data Retention Policy
- Publication Scheme
- Complaints Procedure

## 13. Information Commissioner's Office

If you are dissatisfied with how your information has been handled, you may contact the Information Commissioner's Office (ICO).

ICO Website: <https://www.ico.org.uk>



## 14. Review

This Privacy Notice will be reviewed periodically and updated where necessary.

**Signed:** \_\_\_\_\_(Chairman)

Review Date: May 2027