

# **Privacy Policy**

Last updated: 4 September 2025

## **1. Introduction**

Dedham Parish Council is committed to protecting your privacy and handling your personal information in a safe and responsible way. This Privacy Policy explains how we collect, use and store your information.

We comply with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, as amended.

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## **2. Who We Are**

Dedham Parish Council is the data controller for the personal information you provide to us. This means we decide how your personal data is processed and for what purposes.

### **Parish Clerk Contact Details:**

Carol Harbach

The Gem, Nayland Rd, Gt Horkesley, Colchester, Essex, CO6 4HA

Tel: 07837 714615

Email: [clerk@dedhamparishcouncil.co.uk](mailto:clerk@dedhamparishcouncil.co.uk)

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## **3. What Personal Data We Collect**

The data we collect will depend on your interaction with the Parish Council. It may include:

- Name, address, telephone number and email address.
- Contact details provided when you attend or correspond about council meetings, events, or consultations.
- Bank details (only where necessary to make or receive payments).
- Correspondence and records relating to council business.
- For website use: information submitted through contact forms, comments, or technical data such as IP addresses (for spam/security purposes).

We do not collect unnecessary or excessive personal data.

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## **4. How We Collect Data**

- Directly from you (e.g. when you contact the Council, attend meetings, or provide information by form, letter, phone, or email).
  - From third parties or public sources where appropriate (e.g. government agencies, suppliers, service providers).
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## 5. How We Use Your Data

Your data will only be used for legitimate Parish Council purposes, including:

- Responding to enquiries and correspondence.
  - Maintaining council records (e.g. minutes, agendas, financial accounts).
  - Managing contracts, suppliers, and payments.
  - Circulating information about council activities, services, and consultations.
  - Fulfilling statutory and legal obligations.
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## 6. Legal Basis for Processing

We rely on the following lawful bases under UK GDPR:

- **Public task** – carrying out official Parish Council duties.
  - **Legal obligation** – complying with laws and regulations.
  - **Consent** – where you have given explicit permission (e.g. for newsletters).
  - **Legitimate interest** – for purposes such as site security and administration.
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## 7. How We Store and Protect Your Data

Your information is stored securely and only accessed by those who need it for council business. We take reasonable steps to keep your information safe, but please note that data sent via our website or email is not encrypted.

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## 8. How Long We Keep Your Data

We keep your personal information only for as long as necessary to fulfil the purposes for which it was collected, in line with statutory requirements and council record-keeping practices.

For example:

- Contact form submissions: up to 1 year.
- Financial records: up to 6 years, as required by law.

- Council minutes and statutory records: retained permanently.
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## 9. Sharing Your Data

We will never sell your personal data. We may share information only when:

- It is required by law.
  - It is necessary to deliver council services.
  - You have given your consent.
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## 10. Your Rights

You have the following rights under UK GDPR:

- To be informed about how your data is used.
- To access the data we hold about you.
- To request correction of inaccurate data.
- To request deletion of your data (in certain circumstances).
- To restrict or object to processing of your data.
- To request transfer (portability) of your data (where applicable).

To exercise these rights, please contact the Parish Clerk.

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## 11. Complaints

If you are unhappy with how we handle your data, please contact the Parish Clerk in the first instance.

You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

Website: [www.ico.org.uk](http://www.ico.org.uk)

Tel: 0303 123 1113

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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## 12. Email Disclaimer

Emails sent from Dedham Parish Council, or any address ending in "@dedhamparishcouncil.co.uk", are confidential and may be legally privileged. They are intended only for the named recipient.

It is strictly forbidden to share any part of an email message without the sender's written consent. If you receive an email by mistake, please notify the sender and delete the message.

While Dedham Parish Council takes steps to ensure emails are error and virus free, we cannot guarantee their security. Recipients are responsible for checking messages for viruses or threats. Dedham Parish Council accepts no liability for damage caused by viewing or using the content of an email.

By contacting Dedham Parish Council by email, you agree that your contact details may be held and processed for the purpose of corresponding with you.

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## **13. Changes to This Policy**

We may update this Privacy Policy from time to time. Any changes will be published on our website.