

Privacy Policy

Huggate Parish Council

Effective Date: 15th June 2026

Review Date: 15th June 2028

1. Introduction

Huggate Parish Council is committed to protecting and respecting your privacy. This Privacy Policy explains how the Council collects, uses, stores, and protects personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

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

2. Contact Details

Huggate Parish Council

Huggate, East Riding of Yorkshire, United Kingdom

For data protection enquiries, please contact:

Parish Clerk

Email: clerk@huggate-pc.gov.uk

Telephone: 07801428902

3. Personal Information We Collect

The Council may collect and process the following categories of personal information:

- Names, addresses, telephone numbers, and email addresses.
- Information provided through correspondence, complaints, enquiries, or consultations.
- Information relating to parish council meetings, including attendance records where appropriate.
- Information relating to allotments, grants, community projects, and local services administered by the Council.
- Supplier and contractor contact details.
- Employee information (where applicable).
- Councillor information required for governance and statutory purposes.
- Website usage information, if the Council operates a website.

The Council only collects information necessary for legitimate Council purposes.

4. How We Use Personal Information

We process personal information to:

- Deliver and administer parish council services.
- Respond to enquiries, requests, and correspondence.

- Manage meetings, consultations, and community engagement activities.
- Maintain statutory records and fulfil legal obligations.
- Administer contracts, grants, and payments.
- Manage employment and personnel matters.
- Protect public funds and prevent fraud.
- Maintain the safety and security of Council property and activities.

5. Lawful Basis for Processing

The Council processes personal data under one or more of the following lawful bases:

- **Public Task** – where processing is necessary for carrying out official functions and powers.
- **Legal Obligation** – where processing is required by law.
- **Contract** – where processing is necessary to fulfil a contract.
- **Consent** – where consent has been freely given for a specific purpose.
- **Legitimate Interests** – where appropriate and not overridden by individual rights.

Where special category data is processed, the Council will identify an additional lawful condition under applicable legislation.

6. Sharing Personal Information

The Council may share information with:

- Government departments and public authorities.
- The East Riding of Yorkshire Council and other local authorities.
- Regulatory, auditing, or law enforcement bodies where legally required.
- Professional advisers, insurers, and auditors.
- Contractors and service providers acting on behalf of the Council.

The Council will not sell personal information to third parties.

Any third-party processing will be subject to appropriate contractual safeguards and data protection requirements.

7. Storage and Security

The Council takes appropriate technical and organisational measures to safeguard personal information against:

- Unauthorised access.
- Loss or theft.
- Accidental destruction.
- Unlawful processing.

Information may be stored electronically, in paper records, or through secure third-party service providers.

8. Retention of Information

Personal information will only be retained for as long as necessary to fulfil the purpose for which it was collected, including meeting legal, accounting, audit, and statutory requirements.

Records will be managed in accordance with the Council's retention schedule and relevant legislation.

9. Your Rights

Under UK GDPR, individuals have the right to:

- Be informed about how their information is used.
- Access their personal data.
- Request correction of inaccurate data.
- Request erasure of personal data in certain circumstances.
- Restrict processing in certain circumstances.
- Object to processing where applicable.
- Request data portability where applicable.
- Withdraw consent where processing relies on consent.

Requests should be submitted to the Parish Clerk using the contact details above.

10. Complaints

If you are dissatisfied with how the Council handles your personal information, please contact the Council in the first instance.

You also have the right to lodge a complaint with:

Information Commissioner's Office (ICO)

[Information Commissioner's Office](#)

Telephone: 0303 123 1113

11. Parish Council Meetings and Published Information

The Council operates transparently in accordance with local government legislation. Agendas, minutes, and supporting documents may contain personal information where legally necessary.

Personal information will be redacted where required to protect privacy and comply with data protection legislation.

12. Website

If Huggate Parish Council operates a website, it may collect limited information through analytical tools.

13. Changes to This Privacy Policy

Huggate Parish Council may update this Privacy Policy from time to time to reflect legal, operational, or service changes.

The latest version will be published on the Council's website (if applicable) and made available upon request.

Approved by: Huggate Parish Council

Policy Version: 1.0

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Next Review Date: 15th June 2028