

Farningham Parish Council
UK General Data Protection Regulation Privacy Notice

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Part 1. What Data is.

1.1 What is personal data?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).

The processing of personal data is governed by the UK General Data Protection Regulation ("UK GDPR") and other legislation relating to personal data and rights such as the Data Protection Act 2018 (DPA 2018).

Who are we?

This Privacy Notice is provided to you by Farningham Parish Council which is the data controller for your personal data under the ***UK GDPR and DPA 2018***.

Other organisations we work with, such as:

- local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council.

If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "Joint Data Controllers" which mean we are all collectively responsible to you for your data.

Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

Part 2. What we process and how we use it

2.1 Personal Data we Process

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include special category data (also known as sensitive personal data), such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

2.2 Special Category (Sensitive) Personal Data

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 1. information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 2. your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 3. in order to comply with legal requirements and obligations to third parties.

These types of data are require a higher level of protection under the UK GDPR and we need to have further justification for collecting, storing and using this type of personal data. described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

- We may process special categories of personal data in the following circumstances:
 1. In limited circumstances, with your explicit written consent.
 2. Where we need to carry out our legal obligations.
 3. Where it is needed in the public interest.
 4. where it is needed for archiving, research or statistical purposes
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

2.3 Consent for Special Category Data

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Where processing is carried out for the Council's statutory functions, consent will not usually be required.

2.4 How We Use Your Personal Data

We use your personal data for some or all of the following purposes:

To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;

- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

2.5 Lawful Basis for Processing

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these

powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

2.6 Sharing Your Personal Data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contracted data processors such as:
 - website and domain hosting providers;
 - email, cloud storage and document management providers;
 - newsletter and mailing list services (e.g. Mailchimp or similar);
 - survey or consultation tools;
 - IT support providers.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

Where third parties act as data processors on behalf of the Council, they are required to process personal data in accordance with our written instructions and with the UK GDPR and DPA 2018.

2.7 Data Retention

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time for accountability and audit purposes. These periods follow statutory requirements, Local Government retention guidance and limitation periods for legal claims.

In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer required.

2.8 Transfer of Data Abroad

If personal data is transferred outside the UK, this will only be done where adequate safeguards are in place, for example under the UK Government's** International Data Transfer Agreement (IDTA) or Addendum** or other approved mechanisms.

The Council seeks to use UK-based providers wherever possible, but some cloud-based suppliers may operate globally.

Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

2.9 Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Part 3. Data subject rights, how to complain and contact details.

3.1 Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- **Right to be informed.** You have the right to be informed about the collection and use of your personal data. This Privacy Notice forms part of that right.
- **Right of access.** You may request copies of the personal data we hold about you, together with information about how and why it is processed.
- **Right to rectification.** You may ask us to correct or complete personal data that is inaccurate or incomplete.
- **Right to erasure.** You may ask us to delete your personal data where there is no lawful basis for us to continue to process it.
- **Right to restrict processing and right to object.** You may request that we stop or restrict the processing of your personal data in certain circumstances.
- **Right to data portability.** You may ask us to transfer personal data to another controller, where it is technically feasible to do so.
- **Rights relating to automated decision-making.** The council does not carry out automated decision-making or profiling that produces legal or similarly significant effects. If this were to change, we will notify you and update this Privacy Notice.
- **Right to withdraw consent.** Where we rely on consent (e.g. to send email updates and information of interest relating to civic or community matters), you may withdraw that consent at any time. Withdrawing consent does not affect the lawfulness of processing prior to withdrawal.

3.2 How to Complain

*The first point of contact for any request or complaint regarding your data is:
Proper Officer (Clerk), Farningham Parish Council*

If you are dissatisfied with the way we have processed your personal data, you may make a complaint to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

3.3 Changes to this notice

This Notice was reviewed and adopted on 11 February 2026 and is kept under regular review.

3.4 Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Farningham Parish Council, Farningham Village Hall, High Street,
Farningham, DA4 0DH

Email: clerk@farninghamparishcouncil.org