

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825 314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



14th January 2025

Colney Heath Parish Council Privacy Notice

Colney Heath Parish Council takes seriously the need to carefully handle any personal data.

In compliance with the General Data Protection Regulations (GDPR) introduced through the Data Protection Act 2018, the full Privacy Notice is provided below.

Your Personal Data – What Is It?

‘Personal data’ is any information about a living individual that allows them to be identified from that data (e.g., name, photographs, videos, email address, or address). Identification can occur directly using the data or indirectly by combining it with other information. The processing of personal data is governed by legislation applicable in the United Kingdom, including the GDPR and other related laws.

Who Are We?

This Privacy Notice is provided by **Colney Heath Parish Council**, which is the data controller for your data.

Other Data Controllers the Council Works With

The Parish Council works with various organisations, including:

- Hertfordshire County Council
- St Albans District Council
- Welwyn Hatfield Borough Council
- Community groups, charities, and not-for-profit organisations
- Contractors and suppliers

We may need to share your personal data with these organisations to fulfil our responsibilities. When data is processed jointly for the same purposes, we act as ‘joint data controllers’ and share collective responsibility. For independent processing, each organisation remains solely responsible. If you have any questions, concerns, or wish to exercise your rights, please contact the relevant data controller directly.

Processing Data

The Parish Council processes 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

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- Where relevant to our services: gender, age, marital status, nationality, education/work history, qualifications, hobbies, family composition, and dependants
- Sensitive or special categories of personal data, such as:
 - Criminal convictions
 - Racial or ethnic origin
 - Physical and mental health
 - Political beliefs
 - Trade union membership
 - Genetic and biometric data
 - Sexual orientation

Sensitive Data

Special categories of personal data require higher protection and are processed only when necessary, such as:

- Monitoring sick leave or fitness for work
- Complying with equal opportunities legislation
- Fulfilling legal requirements and public interest needs

We may request your explicit written consent to process such data when necessary. Full details will be provided before seeking your consent.

Data Protection Law

Colney Heath Parish Council complies with data protection law, ensuring personal data is:

- Used lawfully, fairly, and transparently
- Collected for clear and valid purposes
- Relevant and limited to those purposes
- Accurate and kept up to date
- Retained only as long as necessary
- Kept secure, with technical measures to protect against loss, misuse, and unauthorised access

Purposes for Processing Personal Data

We use your personal data for the following purposes:

- Delivering public services and understanding community needs
- Confirming your identity to provide services
- Communicating via post, email, telephone, or social media
- Monitoring council performance
- Preventing and detecting fraud
- Meeting legal and statutory obligations
- Conducting safeguarding procedures

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- Promoting council initiatives and maintaining records
- Seeking feedback and notifying you of changes to services
- Processing financial transactions, including grants and payments
- Conducting statistical analysis for planning purposes

Legal Basis for Processing Your Personal Data

Most data processing is necessary for compliance with the council's legal obligations and statutory functions. In some cases, data processing is performed under contract or with your consent. Where consent is required, we will obtain it before processing.

Sharing Your Personal Data

We may share your data with:

- Data controllers listed above
- Agents, suppliers, and contractors (e.g., for newsletter distribution or database maintenance)
- Other local authorities or not-for-profit bodies for joint initiatives

Retention of Personal Data

Data is retained only as long as necessary for legal or operational purposes. For example, financial records are kept for 8 years to meet HMRC requirements. Records may be retained longer to defend or pursue legal claims. Data no longer required is securely deleted.

Your Rights

You have the following rights regarding your personal data:

- **Access:** Request the data we hold about you and understand how it is used.
- **Correction:** Update inaccurate or incomplete data.
- **Erasement:** Request deletion of data no longer needed or processed unlawfully.
- **Restriction:** Limit how your data is processed.
- **Data Portability:** Request data transfer to another controller.
- **Withdrawal of Consent:** Revoke consent for data processing at any time.
- **Complaint:** Lodge a complaint with the Information Commissioner's Office (ICO).

Contact the ICO at 0303 123 1113 or <https://ico.org.uk/global/contact-us/>

Transfer of Data Abroad

Data transferred outside the European Economic Area (EEA) will be protected by equivalent security measures. Access to public information (e.g., newsletters) may occasionally occur from overseas.

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Further Processing

If data is used for new purposes not outlined here, we will inform you and seek consent where necessary.

Changes to This Notice

This notice is regularly reviewed and updated. Updates will be published on our website.

Contact Details

For questions or to exercise your rights, contact:

Colney Heath Parish Council

Clerk to the Council

clerk@colneyheathparishcouncil.gov.uk

07484 520070