Privacy Policy

1. Introduction

Stapeley & District Parish Council is committed to protecting and respecting your privacy and to handling personal information in an open, transparent, and lawful manner.

This Privacy Policy explains how the Council collects, uses, stores, and protects personal information when carrying out its duties and providing services to the community.

The Council processes personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Local government transparency and governance requirements

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2. Data Controller

The Data Controller is:

Stapeley & District Parish Council

Email: clerk@stapeleyparishcouncil.gov.uk

Telephone: 07449 457136

Address: Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW

The Clerk / Responsible Financial Officer undertakes the responsibilities associated with the Council's Data Protection Officer function.

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3. Personal Data We Collect

The Council collects and processes personal data necessary to perform its statutory functions and manage community services.

This may include:

- Resident enquiries and correspondence
- Complaints and service requests
- Planning consultation responses
- Stapeley Community Hall hirer and booking details
- Staff employment records
- Councillor contact and governance records
- Contractor and supplier information
- Grant applicants and community group contacts
- Event participation and organiser details (e.g., community hall events)
- Purpose-specific mailing lists where permission has been recorded
- CCTV recordings (evidential purposes only)
- Website contact form submissions
- Communications received via social media and redirected to email

The Council does not intentionally record personal data relating directly to children. Where matters involve children, records are held in the name of a responsible adult.

4. How We Use Personal Data

Personal data is used to:

- Respond to enquiries and correspondence
- Deliver statutory local government functions
- Manage council facilities and bookings
- Administer employment and payroll processes
- Manage contracts and suppliers
- Co-ordinate road safety speed watch volunteer activities
- Process grants and community initiatives
- Organise and support community events
- Maintain safety and evidential records via CCTV
- Meet legal, audit, and financial obligations

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5. Lawful Basis for Processing

The Council relies on the following lawful bases under UK GDPR:

Purpose	Lawful Basis
Delivery of council services and statutory duties	Public Task
Legal and financial compliance	Legal Obligation
Employment and contractual matters	Contract
Mailing lists and specific communications	Consent
Operational security and administration	Legitimate Interests

Where consent is used, it is specific, recorded, and may be withdrawn at any time.

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6. Mailing Lists and Communications

The Council maintains purpose-specific mailing lists only.

Individuals are added only where specific permission has been provided and recorded. The Council does not operate general marketing lists.

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7. CCTV

Where the Council operates CCTV, such systems shall be administered in accordance with applicable data protection legislation and relevant guidance

- Footage is collected for evidential purposes only
- No routine live monitoring is undertaken
- Access is restricted to authorised persons
- Recordings are used only where lawful and necessary

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8. Photography and Publicity

Photographs may be taken at public events organised or supported by the Council for community information and reporting purposes.

Images used are limited to adult participants and are published for general public interest.

9. Data Sharing

Personal information may be shared where necessary and lawful with:

- Cheshire East Council
- Police and emergency services
- Contractors and service providers
- Insurers
- Internal and external auditors
- Payroll provider (Shires)
- HMRC
- Banking Provider (Unity Trust Bank)
- IT and website providers
- Legal advisers
- Government bodies and regulators

Information is shared only where required and proportionate.

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10. Data Storage and Security

Personal data is stored securely using:

- Microsoft 365
- OneDrive
- GOV.UK email system
- Scribe accounting software
- Secure paper filing systems held at the Clerk's residence.

Appropriate technical and organisational security measures are in place to prevent unauthorised access, loss, or misuse.

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11. International Data Transfers

The Council does not intentionally transfer personal data outside the United Kingdom.

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12. Data Retention

Personal data is retained only for as long as necessary to meet legal, financial, operational, or governance requirements. The Clerk shall determine when personal data is no longer required.

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13. Data Breaches and Security Incidents

The Council maintains procedures for managing data breaches and security incidents, including:

- Immediate containment and assessment
- Investigation and recording of incidents
- Reporting to the Information Commissioner's Office (ICO) where required
- Notification to affected individuals where necessary
- Review of procedures and controls

All councillors, staff, and contractors handling personal information are expected to follow appropriate data protection practices.

14. Your Data Protection Rights

Under UK GDPR you have the right to:

- Be informed about how your data is used
- Access personal data held about you
- Request correction of inaccurate data
- Request erasure where appropriate
- Restrict or object to certain processing
- Data portability where applicable
- Withdraw consent where consent is relied upon

Requests should be made to: clerk@stapeleyparishcouncil.gov.uk

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15. Complaints

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

You also have the right to complain to:

Information Commissioner's Office (ICO)
www.ico.org.uk

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16. Email Communications and Standard Disclaimer

Stapeley & District Parish Council applies a standard email disclaimer to formal correspondence to support confidentiality and data protection compliance.

The disclaimer:

- confirms that personal data is processed in accordance with UK data protection legislation
- references the Council's Privacy Policy
- explains how incorrectly received emails should be handled
- clarifies that views expressed may not necessarily represent the Council

The standard email wording is:

Stapeley & District Parish Council processes personal data in accordance with UK data protection legislation. Information about how we collect, use and protect personal information, and your rights, is set out in our Privacy Policy available on the Council website or on request from the Clerk.

This email and any files transmitted with it are intended only for the person or organisation to whom they are addressed and may contain confidential information. If you have received this email in error, please notify the sender immediately and delete it from your system. You must not copy, distribute, or disclose its contents to any other person.

Any views expressed are those of the sender and do not necessarily reflect the official position of Stapeley & District Parish Council unless explicitly stated.

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17. Review of Policy

This Privacy Policy will be reviewed periodically to ensure ongoing compliance with legal requirements and good governance practice.

This Policy was adopted by Council at the meeting held on the 16th March 2026.