CHANDLER'S FORD PARISH COUNCIL

Privacy Policy

Chandler's Ford Parish Council (CFPC) understands that your privacy and the security of your personal information is extremely important. We are committed to protecting your privacy when you visit our website, take part in our projects, attend our events or interact with the Council in anyway. We want to ensure that we respect your privacy in everything that we do.

This privacy policy sets out what personal data we collect, what we do with it and how we secure your data. We also explain your rights in relation to the personal data we hold about you and how you can exercise your rights or register a complaint.

Our contact details :

Chandler's Ford Parish Council
Fryern Pavilion
Greenways
Chandler's Ford
Eastleigh
SO53 2LE

Telephone : 02380 266612

Website – www.chandlersford-pc.gov.uk

Email of our Data Protection Officer: Clerk@chandlersford-pc.gov.uk

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We only collect information that we need to perform our duties as a Parish Council. You are under no obligation to provide any information but if you do not, it might be more difficult to provide you with certain services or information.

2. How do we obtain and use personal data?

Most of the personal information that we process was provided directly by you for one of the following reasons :

a. Registering for one of our events, including Funtasia
b. To supply account details of service providers
c. To respond to enquiries or correspondence
d. To facilitate the hiring of one of our venues
e. To provide appropriate records for the management of allotments.

3. What is the legal basis for processing personal data:

We always process personal data as required by legislation. Processing is necessary for carrying out legal obligations in relation to managing the letting of our facilities or under employment, social security or a collective agreement.

The different legal bases we rely on are:

a. Consent – you gave permission to process the data for a specific purpose. Consent can be removed at any time by contacting our Data Protection Officer.
b. Legitimate Interests – the processing is necessary for us to perform our duties and pursue the Council's agreed objectives.
c. Performance of a Contract – we must process personal data in order to be able to meet our contractual obligations.
d. Vital Interests – in an emergency we might provide personal data to save someone's life.
e. Legal Obligation – we are required to process your personal data by law.
f. Public Interest – to carry out a task in the public interest.

4. When we use personal data :

Personal data is used for the following purposes :

a) To enable us to provide a service for the benefit of the public in a particular geographical area, as defined by the Electoral Commission.
b) To administer financial records concerning the hiring of our chargeable facilities.
c) To manage our employees and volunteers.
d) To maintain our own accounts and records.
e) To inform you of news, events and activities being run by the Parish Council.

5. Cookie Policy

Cookies are small files normally consisting of letters and numbers which store information on the user's computer. They are used in numerous ways, such as to analyse visitor traffic to our website through Google Analytics.

Our website uses cookies, including Google Analytics, to understand visitor interactions. Where applicable, we ask for your consent before placing non-essential cookies.

6. How long do we keep your personal data?

We keep data in accordance with our Records Retention Policy and for as long as required.

Specifically, we retain hiring records and associated paperwork for up to 7 years after the calendar year to which they relate.

7. Your rights and your personal data:

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

a. The right to request a copy of your personal data which CFPC holds about you.
b. The right to request that CFPC corrects any personal data if it is found to be inaccurate or out of date
c. The right to request your personal data is erased where it is no longer necessary for CFPC to retain such data.
d. The right to withdraw your consent to the processing at any time.
e. The right to request that the data controller provide the data subject with his/her/their personal data and where possible, to transmit that data directly to another data controller. This is known as the right to data portability. This only applies when the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
f. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
g. The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics].
h. The right to lodge a complaint with the Information Commissioners Office.

8. Further processing:

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

9. To Sum Up:

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use your data for automated decision making, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data.

10. How to complain :

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Clerk on clerk@chandlersford-pc.gov.uk or on 023 8026 6612.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/

or by post to:

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

This policy will be reviewed every two years, and all new members and employees will be provided with a copy.

Policy Version - P2025
Resolved by Policy and Finance Committee – 15 September 2025
Adopted by Full Council – 29 September 2025
Date for next review – September 2027