



Privacy Statement

Adopted at Full Council: 18 May 2026

In accordance with guidelines set down by the National Association of Local Councils (NALC).

Introduction

This Privacy Statement is intended to cover the activities of Sandgate Parish Council.

Sandgate Parish Council operates through professional staff employed by the Council. The Council works with several different members of the public and community groups.

Organisations and individuals fall into one of four categories:

- National and local governments and their associated agencies
- National and local commercial organisations
- National and local voluntary organisations
- Private individuals

Keeping in touch with the Council's communities is a key strategy, and the Council strives to facilitate this daily.

This statement is intended to provide information about how Sandgate Parish Council will use individual personal data. This information is provided because Data Protection Law gives individuals the right to understand how their data is used.

Whose Data Does Sandgate Parish Council Hold?

Sandgate Parish Council holds personal data relating to some individuals from across the wider community.

Why Does Sandgate Parish Council Hold Data?

Sandgate Parish Council holds data in order to work with its communities.

Whether as a resident or a member of an organisation, the Council accepts that many parties have a legitimate interest in Sandgate Parish Council through their current or recent involvement with the Council. All data held relates to individuals who have a pre-existing relationship with Sandgate Parish Council and/or an interest in its future development.

Sandgate Parish Council uses data for the following purposes:

- Invitations to events
 - News provision
 - Committee meetings
 - Annual meetings
 - Volunteering opportunities
 - Commercial transactions regarding the Council's purchases or sales
 - Ensuring correct employment practice
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What Data Does Sandgate Parish Council Hold?

The data held may vary from individual to individual according to personal links with the Council and their level of engagement in recent years.

The data held may include:

- Full name
 - Date of birth
 - Partner's name
 - Home and work contact details (addresses, telephone numbers, and email addresses)
 - Job title and employer
 - Interests and involvement with Sandgate Parish Council
 - Links to other family members whose data is held
 - Access and dietary requirements
 - Bank details (only for organisations and individuals who transact with Sandgate Parish Council)
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How Is the Data Collected?

Generally, Sandgate Parish Council receives personal data directly from the individual.

This may be via a form, or simply in the ordinary course of interaction or communication, such as emails or telephone calls.

In some cases, personal data may be supplied by third parties (for example, directories of suppliers) or collected from publicly available resources.

How Is the Data Stored and Used?

Data is stored and transmitted securely. Access is controlled, and the data is used daily in a considered manner in many different ways, including:

- Planning events
- Producing guest lists and invitations (e.g. civic events)
- Identifying and contacting speakers to address committees or Full Council
- Sharing Sandgate Parish Council news
- Circulating meeting papers for committee meetings and annual meetings
- Passing on condolences
- Identifying individuals who may wish to support a specific project

Sandgate Parish Council will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals should notify the Parish Clerk of any significant changes to important information, such as contact details held about them.

Individuals have the right to request that any out-of-date, irrelevant, or inaccurate information about them be erased or corrected (subject to certain exemptions and limitations under Data Protection Law).

Sandgate Parish Council will take appropriate technical and organisational steps to ensure the security of personal data, including policies around the use of technology and devices, and access to systems. All staff are made aware of this statement and of their duties under Data Protection Law and receive relevant training.

What Communications Are Sent Out?

Individuals may receive regular information relating to their areas of interest and involvement and can easily stop receiving information that is no longer relevant.

Communication may take the form of an email, letter, or publication. Normal communications may include:

- Individual invitations to events and reunions
- Newsletters and e-bulletins from Sandgate Parish Council relating to forthcoming activities
- Agendas, minutes, and reports relating to specific meetings

Is Data Shared?

Data is not normally shared with external third parties. However, on occasion, it may be shared after consent has been sought for a legitimate reason.

Examples include enabling an individual to:

- Pass on thanks or condolences
- Allow a principal authority to contact a resident regarding a concern they have raised

How Long Does Sandgate Parish Council Keep Personal Data?

Sandgate Parish Council will retain personal data securely and only for as long as it is necessary to keep it for a legitimate and lawful reason.

If you have any specific queries about how the Council's retention policy is applied, or if you wish to request that personal data you no longer believe to be relevant be considered for erasure, please contact the Parish Clerk using the details below.

A limited and reasonable amount of information may be retained for archiving purposes. For example, even where an individual has requested that the Council no longer keeps in touch with them, a record of that request may need to be retained to fulfil their wishes (known as a "suppression record").

What to Do if You Would Like More Information or Wish to Make a Complaint

Whatever an individual's relationship with Sandgate Parish Council, it is important that they feel informed about how the Council uses and controls personal data.

Council staff are always happy to answer questions relating to the use of data. Individuals may request changes to the way their data is managed or make a complaint by contacting the Parish Clerk:

Sandgate Parish Council Library – James Morris Court

Email: clerk@sandgatepc.org.uk

Telephone: 01303 248563