Privacy Policy

Little Longstone Parish Meeting

Version 1.0 – Approved at the assembly held on 26th Aug 2026.
(Replaces the GDPR notice of 2018.)

> ***How to use this policy:*** *This Privacy Policy explains how Little Longstone Parish Meeting collects and uses personal information, why it does so, who information may be shared with, how long it is kept, and the rights of individuals under data protection law. It should be read alongside the Parish Meeting's Records Retention Policy and Data Protection Policy.*

1. Introduction and legal basis

1.1 Little Longstone Parish Meeting is committed to handling personal information lawfully, fairly and transparently. This policy explains how the Parish Meeting meets its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1.2 This policy applies to personal information collected or held in any format, including electronic and paper records.

2. Who we are

2.1 Little Longstone Parish Meeting is the data controller responsible for the personal information described in this policy.

2.2 The Parish Meeting is registered with the Information Commissioner's Office (ICO) as a data controller. Its registration reference is **ZC188583**.

2.3 Questions about how the Parish Meeting uses personal information, or requests to exercise data protection rights, should be addressed to the Clerk:

Email: clerk@littlelongstoneparishmeeting.gov.uk
Post: c/o Longstone Village Hall, Church Lane, Great Longstone, Bakewell DE45 1TB

3. What information we collect and why

3.1 The table below summarises the main categories of personal information the Parish Meeting may hold, the purposes for which it is used and the principal lawful basis for processing it.

Who	What we may hold	Purpose and lawful basis
Electors, residents and correspondents	Name, address, contact details and correspondence with the Parish Meeting, including comments, enquiries and representations.	Responding to correspondence and carrying out the Parish Meeting's public functions. **Public task, Article 6(1)(e) UK GDPR.**
Complainants and other people involved in complaints	Name, contact details, the complaint and related correspondence, evidence and records of how the complaint was considered and resolved.	Handling complaints and maintaining effective governance. **Public task, Article 6(1)(e) UK GDPR.**
Chair, Vice Chair and other people participating in Parish Meeting governance	Name, contact details where required, attendance, decisions, declarations of interests and information relating to roles undertaken on behalf of the Parish Meeting.	Conducting and recording the business of the Parish Meeting and maintaining its governance records. **Public task, Article 6(1)(e) UK GDPR, and legal obligation, Article 6(1)(c), where applicable.**

Who	What we may hold	Purpose and lawful basis
The Clerk	Contact details, employment or engagement records, payroll and payment information, correspondence and other records necessary to administer the Clerk's role.	Administering the Clerk's appointment, remuneration and applicable legal obligations. **Contract, Article 6(1)(b), and legal obligation, Article 6(1)(c) UK GDPR.**
Bank signatories and other people involved in financial administration	Name, contact details, signatures where required, banking-authorisation information and records of financial approvals or checks undertaken.	Managing and safeguarding public money and maintaining proper financial records. **Legal obligation, Article 6(1)(c), and public task, Article 6(1)(e) UK GDPR.**
Tenderers, licensees and parties to contracts or commercial arrangements	Names, contact and business details, tenders, quotations, contractual or licence documentation, correspondence and payment information.	Procurement, administration of contracts, licences and commercial arrangements, and management of Parish Meeting assets and income. **Contract, Article 6(1)(b), where the individual is party to the contract, and public task, Article 6(1)(e) UK GDPR.**
People involved in legal, property or other official matters	Name, address, contact details, correspondence and other information relevant to a matter in which the Parish Meeting is involved.	Carrying out the Parish Meeting's functions, protecting its legal interests and dealing with legal or administrative proceedings. **Public task, Article 6(1)(e), and legal obligation, Article 6(1)(c) UK GDPR where applicable.**
Contractors, suppliers and professional advisers, including their staff or representatives	Name, business contact details, quotations, engagement or contractual records, correspondence, invoices and payment information.	Procuring and receiving goods, services and professional advice, making payments and maintaining financial records. **Contract, Article 6(1)(b), where applicable; legal obligation, Article 6(1)(c); and public task, Article 6(1)(e) UK GDPR.**
People making information or data-protection requests	Name, contact details, the request, correspondence, information used to verify identity where necessary, and the Parish Meeting's response.	Responding to requests under FOIA, EIR and data protection legislation and maintaining appropriate compliance records. **Legal obligation, Article 6(1)(c) UK GDPR.**

3.2 Personal information will normally be used only for the purpose for which it was obtained and for directly related purposes. It may also be used where this is necessary to comply with a legal obligation, carry out another lawful function of the Parish Meeting, establish or defend legal rights, or where otherwise permitted by law.

4. How we keep your information secure

4.1 The Parish Meeting takes appropriate technical and organisational measures to protect personal information against unauthorised or unlawful access, use, disclosure, alteration, loss or destruction. Personal information is held using secure paper or electronic storage, and access is limited to those who need it for an authorised Parish Meeting purpose.

4.2 Security arrangements are kept under review and are proportionate to the nature and sensitivity of the information held. Appropriate measures may include secure storage, access controls, passwords, encryption and backup arrangements.

4.3 Suspected or actual personal data breaches are recorded, assessed and managed in accordance with the Parish Meeting's Data Protection Policy. Breaches will be reported to the Information Commissioner's Office and, where required by data protection law, to affected individuals.

5. Who we share information with

5.1 The Parish Meeting does not sell personal information. It may share personal information with other organisations or individuals where this is necessary and lawful for the purposes for which the information is held.

5.2 Personal information may be shared with:

Who information may be shared with	Why
Other public authorities and statutory bodies	Where necessary to carry out the Parish Meeting's functions, comply with legal requirements, deal with matters of shared responsibility, or obtain or provide information for an authorised purpose.
Auditors and other bodies exercising regulatory or oversight functions	For audit, inspection, regulatory or other statutory purposes.
Professional advisers	Where professional advice or representation is required, including legal, financial, insurance or other specialist advice.
Insurers and claims handlers	To arrange or administer insurance, notify circumstances or claims, and deal with insured matters.
Contractors, suppliers and service providers	Where information is necessary for them to provide goods or services to, or on behalf of, the Parish Meeting.
Parties involved in contracts, licences, tenders or other commercial arrangements	Where necessary to administer procurement, contractual or commercial matters.
Other persons or organisations where required or permitted by law	Where disclosure is necessary to comply with a legal obligation, protect legal rights, prevent or detect crime, protect a person's vital interests, or for another lawful purpose.

5.3 The Parish Meeting will not disclose personal information to third parties unless there is a lawful basis for doing so. Where information is shared, only the information reasonably necessary for the purpose will be disclosed.

5.4 Some personal information may form part of records which the Parish Meeting is required or considers appropriate to make public, such as agendas, minutes or financial and governance information. Before publication, personal information will be considered and information which should not lawfully or appropriately be published will be withheld or redacted where necessary.

6. How long we keep your information

6.1 The Parish Meeting keeps personal information only for as long as it is needed for the purpose for which it was collected or subsequently lawfully used, or for as long as required by law.

6.2 Retention periods take account of the Parish Meeting's legal, financial, administrative and historical record-keeping requirements. When personal information is no longer required, it will be securely deleted or destroyed, unless the record is to be retained permanently for archival purposes.

6.3 Further information about retention periods and the disposal or permanent preservation of records is set out in the Parish Meeting's Records Retention Policy.

7. Your rights

7.1 Depending on the circumstances and the lawful basis on which personal information is processed, individuals may have the following rights under data protection law:

- to be informed about how their personal information is used;
- to request access to their personal information;
- to have inaccurate or incomplete personal information corrected;
- to request deletion of their personal information in certain circumstances;
- to request restriction of processing in certain circumstances;
- to object to processing in certain circumstances; and
- to data portability where that right applies.

7.2 The Parish Meeting does not use personal information for automated decision-making or profiling which produces legal or similarly significant effects.

7.3 Requests to exercise data protection rights should be made to the Clerk using the contact details in section 2. The Parish Meeting may ask for information necessary to confirm identity before responding to a request.

7.4 The Parish Meeting will respond to requests within the timescales required by data protection law. If a request cannot be complied with in full, the Parish Meeting will explain the reason and inform the individual of any applicable right to complain.

7.5 Individuals who are dissatisfied with how the Parish Meeting has used their personal information or dealt with a data protection request may raise the matter with the Clerk in the first instance. They also have the right to complain to the Information Commissioner's Office (ICO).

8. How to access this policy

8.1 This Privacy Policy will be made readily available through the Parish Meeting's usual publication arrangements, including its website where available. A copy may also be obtained from the Clerk on request.

8.2 Where personal information is collected in circumstances requiring additional information about its use, the Parish Meeting will provide that information at the appropriate time.

9. Resolution of Adoption and Review

Date of policy: August 2026
Approving body: Little Longstone Parish Meeting
Date of Assembly and Minute Reference: 26th August 2026 –Minute Ref: 50/26
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