

## **Document Control**

Adopted date: February 2026

Next review date: February 2027

# **BRAMERTON PARISH COUNCIL**

## **Privacy Statement**

### **1. Background**

This privacy statement lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. Correspondence will be seen by the Parish Clerk and, where appropriate, relevant Councillor(s) of Bramerton Parish Council. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

### **Changes to this privacy statement**

We may change this privacy statement from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website.

### **Our Data Protection commitment**

We are committed to managing your data securely and responsibly. Please refer to our Data Protection Policy, which details how we manage the processes required under the data protection legislation.

### **2. What kinds of personal information about you do we process?**

Personal information that we will process includes:

- **Personal and contact details** (e.g., title, name, addresses, email address, phone numbers)
- **Copies of correspondence between you and the Council** (e.g., emails you have sent us)
- **Services and goods you provide to us**, (e.g., as a sole trader)
- **Employment details** (if you apply for a job with or are employed by the Council)

### **3. Source of your personal data**

We'll collect personal information from the following general sources:

- From you directly (e.g., employment information)
- Your family members
- Other authorities (e.g. where you have raised a query and it has been passed on)

### **4. Data Protection Principles**

We will comply with data protection law. This says that personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way

- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than is necessary.
- Kept secure.

## **5. What do we use your personal data for?**

We use your personal data, including any of the personal data listed in section 2 above, for the following purposes:

- To contact you and respond to your correspondence, provide information and/or access our facilities and services
- To respond to a request for a service or manage services that we provide to you (or you provide for us, e.g., as a contractor)
- To monitor and record our communications with you and our staff (see below)
- To comply with legal and regulatory obligations, requirements, and guidance
- To assess job applications or to manage existing staff employment
- To process applications for grants, or to become a councillor
- To carry out our public duties and tasks

We will never use your personal information for purposes other than those for which it was provided or obtained without first obtaining your consent.

## **6. Legal Basis for Processing your Personal Data**

The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):

- Processing is with consent of the data subject.
- Processing is necessary for the performance of a contract.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

## **7. Sharing your data**

We may share your personal data with the following third parties:

- Governmental and regulatory bodies, e.g., the District or County Council
- Other organisations and businesses provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers, and suppliers of other back-office functions.
- Our bank – for making payments to you.
- Our auditors

We have carefully selected these third parties to ensure they understand their obligation to put in place appropriate security measures, and they will be responsible to you directly for the manner in which they process and protect your personal data.

## **8. Children**

We will not process any data relating to a child (12 and under) without the express parental/ guardian consent of the child concerned.

## **9. Sensitive data**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## **10. How and when can you withdraw your consent?**

Where we rely on your consent to process personal data, you can withdraw this at any time by contacting us using the details below, or via our website.

## **11. Is your personal information transferred outside the UK or the EEA?**

We are based in the UK but sometimes your personal information may be transferred outside the European Economic Area. If we do so we'll make sure that suitable safeguards are in place, for example by using approved contractual agreements, unless certain exceptions apply.

## **12. What should you do if your personal information changes?**

You should tell us so that we can update our records using the contact details below or via our website. We will then update your records if we can.

## **13. For how long is your personal information retained by us?**

Unless we explain otherwise to you, we will hold your personal information based on the following criteria:

- For as long as we are required to in line with legal and regulatory requirements or guidance
- For as long as we have reasonable needs, such as managing our relationship with you and managing our work.
- For as long as we provide services to you

You can refer to our Information Audit for further detail on this.

## **14. What are your rights under data protection laws?**

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right **to be informed** about the processing of your personal information.
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**.
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information.
- The right **to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it.

- The right to **move, copy or transfer your personal information** (“data portability”)

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>

## **15. Conclusion**

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 profiling, 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 may update this page from time to time to reflect changes in the law and/or our privacy practices.

## **16. Contact Us**

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the DPO, you can do so via email to [clerk@bramertonparishcouncil.gov.uk](mailto:clerk@bramertonparishcouncil.gov.uk) Alternatively, you can write to the Parish Clerk at Bramerton Parish Council, 1 Meadow Cottages, Gull Lane, Framingham Earl, Norwich, NR14 7PN.

Amended Privacy Statement formally adopted at Parish Council meeting 9<sup>th</sup> February 2026.