



SHERE PARISH COUNCIL

Shere Parish Council – Privacy Notice

Effective date: 2nd September 2025

Review date: September 2026

1. Who we are

Shere Parish Council (“we”, “our” or “the Council”) is the data controller for the personal data we collect and process.

Contact details:

Clerk to the Council

Tanyard Hall, 30 Station Road, Gomshall, Guildford, GU5 9LF

Email: clerk@shereparishcouncil.gov.uk

Telephone: 01483 203431

The Clerk is the main contact for any queries about this notice or your personal data.

2. What personal data we collect

We may collect and process the following information:

- Your name, address, telephone number, and email address
- Information you provide in correspondence, forms, or applications
- Payment details when we make or receive payments
- Photographs or images (e.g., at community events, with consent)
- Employment and recruitment information for staff, councillors, and volunteers

3. Why we collect and use your personal data

We process personal data so we can:

1. **Administer council services and business** – e.g., responding to your queries, managing meeting agendas and minutes.
2. **Fulfil statutory functions** – including consultation on planning applications, allotment management, and responding to Freedom of Information or Subject Access Requests.
3. **Manage contracts and suppliers** – keeping records of contact and payment details.
4. **Engage with the community** – newsletters, surveys, and event organisation (only with your consent where required).
5. **Meet employment and HR requirements** – recruitment, payroll, and staff management.

4. Lawful basis for processing

We process personal data under the following lawful bases in Article 6 of the UK GDPR:

- **Public task** – carrying out our functions as a parish council under the Local Government Act 1972 and other laws.
 - **Legal obligation** – meeting our statutory duties, including financial reporting, audit, and information rights requests.
 - **Contract** – where processing is necessary for a contract with you (e.g., as a supplier or employee).
 - **Consent** – for optional communications or activities (you can withdraw consent at any time).
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5. Who we share your data with

We may share your information with:

- Guildford Borough Council, Surrey County Council, and other public authorities where necessary for service delivery.
- Contractors and service providers who work for us (e.g., IT providers, auditors) under data processing agreements.
- Government bodies, the police, or regulators when required by law.

We do not sell your personal data or share it for marketing purposes.

6. How long we keep your personal data

We retain personal data only as long as necessary for the purpose it was collected.

Examples:

- General correspondence: 1 year
- Financial records: 6 years
- Planning responses: 6 years
- Employment records: 6 years after leaving

Full details are in our **Document Retention Policy**.

7. How we store and protect your personal data

Your data is stored securely in locked files or password-protected electronic systems.

We apply appropriate technical and organisational measures to protect it from unauthorised access, loss, misuse, or damage.

8. Your rights

You have the right to:

- Access the personal data we hold about you
 - Request correction of inaccurate information
 - Request erasure of your data when it is no longer needed or processed unlawfully
 - Restrict or object to our processing of your data
 - Request data portability (where applicable)
 - Withdraw consent where we rely on it
 - Complain to the Information Commissioner's Office (ICO) if you believe we have not handled your data properly
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9. How to complain

If you have concerns about how we handle your personal data, please contact us first using the details above.

If you remain dissatisfied, you can contact:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: www.ico.org.uk

10. Updates to this notice

We review this notice annually or when there are significant changes in legislation or how we process data.

The latest version will always be published on our website and available at the Parish Office.
