



Yarkhill Parish Council

Privacy Notice

(UK GDPR & Data Protection Act 2018)

1. Introduction

Yarkhill Parish Council is committed to protecting your personal data and handling it responsibly. This Privacy Notice explains how we collect, use, and protect your information in accordance with UK GDPR and the Data Protection Act 2018.

2. Who We Are

Yarkhill Parish Council is the Data Controller.

Michael Greenfield

Clerk & Responsible Financial Officer

Email: clerkyarkhillparishcouncil@gmail.com

Website: <https://yarkhillparishcouncil.gov.uk>

3. What Information We Collect

We may collect personal data including:

- Name, address, email address and telephone number
- Correspondence and enquiries
- Councillor and staff information
- Financial and payroll information (where required)

4. How We Collect Information

We collect data:

- Directly from individuals
- Through correspondence (email, letters, forms)
- From official or public sources where necessary

5. Why We Use Your Information

We process personal data to:

- Deliver council services
- Manage employees and councillors
- Respond to enquiries and complaints
- Maintain financial records
- Meet legal and regulatory obligations

6. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Public task
- Legal obligation
- Contract
- Consent (where required)

7. Data Sharing

We may share personal data with:

- Herefordshire Council
- HMRC
- External auditors
- Contractors and service providers

All data sharing is carried out lawfully and securely.

8. Data Retention

We retain personal data only for as long as necessary and in accordance with our Data Retention Policy.

9. Data Security

We take appropriate measures to protect personal data, including:

- Secure storage of records
- Restricted access
- Password protection
- Secure disposal of information

10. Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion (where applicable)
- Object to processing
- Restrict processing

11. Complaints

If you are unhappy with how your data is handled, you may contact the Information Commissioner's Office (ICO). <https://ico.org.uk>

12. Changes to This Notice

This Privacy Notice will be reviewed regularly and updated where necessary.