



Privacy Notice

HENFIELD PARISH COUNCIL

July 2026
Version 2.0

DRAFT



Version History

Version	Status	Published	Review Due
1.0	Adopted	Nov 24	
2.0	Draft	Jul 26	

Distribution

Internal: All Staff

External: Website / Councillors / Partners

Change Log

Version 1.0

Version 2.0 - Review

Staff Privacy Notice

Henfield Parish Council is the Data Controller for the personal information you provide to us. We are committed to protecting your privacy and processing your personal information fairly and lawfully in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you, respond to your correspondence, provide information and/or access our facilities and services. We will only share your personal information where we have a lawful basis to do so.

The Councils' Right to Process Information

We process personal information where:

- you have given your consent;
- processing is necessary to comply with a legal obligation;
- processing is necessary to perform a task carried out in the public interest or in the exercise of official authority; or
- processing is necessary for the performance of a contract where applicable.

Information Security

Henfield Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested. We will only keep your data for the purpose for which it was collected and only for as long as is necessary, after which it will be deleted. You may request that your personal information is erased where applicable. However, the Council may be required to retain certain information to comply with legal obligations.

Subject Access Requests

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer, the Parish Council Clerk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk to request this.

Information Deletion

If you wish Henfield Parish Council to delete the information held about you please contact the Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling

Henfield Parish Council does not use any form of automated decision making or profiling of individual personal data.

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, and 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 constantly review our Privacy Policies to keep it up to date in protecting your data. You can request a copy of our policies at any time.

Complaints

If you have a complaint regarding the way your personal data has been processed you can make a complaint to Henfield Parish Council's Data Information Officer using the details below as well as the Information Commissioners Office on casework@ico.org.uk Tel: 0303 123 1113

Parish Clerk
Henfield Parish Council
Henfield Hall
Coopers Way
Henfield
BN5 9EQ

office@henfield.gov.uk