**HORNINGSHAM PARISH COUNCIL**

**PRIVACY NOTICE**

**June 2025**



Horninghsam Parish Council will comply with the General Data Protection Regulation (GDPR) which comes into effect on 25th May 2018 and supersedes the Data Protection Act 1998 and being a registered Data Controller (Reg. No ZA218946 05.12.16 to 04.12.18), we are committed to keeping your personal information accurate and up to date. We will not keep your information longer than necessary or for any reason not clearly explained to you.

This privacy notice aims to explain how we will use your personal information and the procedures we follow to protect your privacy.

This notice applies to all personal data collected for or on behalf of the Horningsham Parish Council. This includes information collected by letter, email, face to face, telephone or online.

By using our website, you are agreeing to accept this privacy notice. This notice will be reviewed at least annually, so please check back here each time you submit personal data to us.

**How we use your personal information:**
We collect and use your personal information, so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information. We also use this information to monitor our performance in responding to your request.

We use your information in the following ways:

* for insight purposes to allow us to analyse patterns and trends of service usage
* for service and financial planning, to help us create policy and inform decision making.
* to process financial transactions including grants and payments.
* to help us to verify your identity, if you ask us for help.
* to ensure that the council meets its statutory duties, including those imposed by the Equality and Health and Safety Acts.
* where necessary for law enforcement functions, e.g. licensing, planning enforcement, trading standards and food safety (Events) where the Parish Council is legally obliged to carry out such processing.
* to help investigate any concerns or complaints you have may have.
* to enable the Horningsham Parish Council to signpost to the correct government body or organisation.
* where otherwise allowed under law. For further information on the General Data Protection Regulation (GDPR) which comes into effect in May 2018, please refer to the [Information Commissioner’s website](https://ico.org.uk/)

We do not disclose or share sensitive or confidential information without your explicit consent except in a small number of situations where disclosure is allowed by law, or where we have good reason to believe that failing to do so would put you or someone else at risk.

The Parish Council is obliged to protect public funds. We may use personal information and data-matching techniques to help us to detect and prevent fraud and ensure public money is spent in the most appropriate and cost-effective way. To achieve this, we may share information with other organisations which audit or administer public funds. This includes the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police.

The Parish Council do not currently record telephone conversations. Should this change in the future, the reasons may include to help with staff training, maintain records of conversations or to help with the detection, investigation and prevention of crime. We will tell you if your call is being recorded.

We may use personal information to identify people who will need extra support during emergencies or major incidents e.g. emergency planning.