

PRIVACY NOTICE

Honeybourne Parish Council

Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR

Who We Are

Honeybourne Parish Council is the data controller for the personal information we process. We are committed to protecting your privacy and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Contact Details:

Parish Clerk: clerk@honeybourne-pc.gov.uk

Address: Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR

Website: <https://honeybourne-pc.gov.uk/>

What Personal Information We Collect

We may collect and process the following types of personal information:

- When you contact us:
- Name and contact details (address, email, phone number)
- Organisation/employer details (if relevant)
- Details of your enquiry or complaint
- Records of our correspondence with you

When you attend meetings:

- Name and contact details
- Comments or representations made at public meetings
- Written notes of discussions and decisions
- **Please note:** Members of the public are permitted to record meetings. While we do not record meetings ourselves, others may choose to do so

When you use our website:

- Information submitted through contact forms
- Basic server logs (IP address for security purposes only)

For council business:

- Electoral roll information
- Planning application details
- Allotment holder information
- Cemetery records
- Financial records relating to payments and receipts

Why We Process Your Information (Legal Basis)

We process personal information under the following legal bases:

Public Task (Article 6(1)(e)) - Most of our processing relates to our statutory functions as a local authority, including:

- Responding to enquiries and complaints
- Planning consultations
- Managing allotments and cemetery services
- Conducting council business and meetings

- Publishing meeting minutes and public notices
- Managing public facilities

Legal Obligation (Article 6(1)(c)) - Where required by law, such as:

- Financial record keeping and audit requirements
- Health and safety reporting
- Freedom of Information compliance
- Electoral registration duties
- Planning application procedures

How We Use Your Information

We use your personal information to:

- Respond to your enquiries and provide services
- Conduct council business and statutory functions
- Maintain public records as required by law
- Ensure website security
- Comply with legal obligations

Data Retention

We retain personal information in accordance with our Document Retention Policy:

- Correspondence: 6 years
- Financial records: 7 years
- Planning matters: Permanently
- Meeting records: Permanently
- Cemetery records: Permanently
- Website data: 2 years (unless deleted sooner)
- CCTV (if applicable): 30 days

Personal information is securely destroyed when the retention period expires, unless there is a legal requirement to keep it longer.

Who We Share Information With

We may share your information with:

- **Other public bodies** when required by law or for statutory functions
- **Our legal representatives** for advice and legal proceedings
- **External auditors** for financial auditing purposes
- **Website hosting providers** (within appropriate data processing agreements)
- **The public** where information is required to be published (e.g., planning applications, meeting minutes)

We will **never sell your personal information** for any purpose. We do not share personal information for marketing purposes and will only share information with the organisations listed above where required by law or for our statutory functions.

International Transfers

We do not routinely transfer personal information outside the UK. Where this is necessary (e.g., cloud hosting), we ensure appropriate safeguards are in place through adequacy decisions or standard contractual clauses.

Your Rights

Under UK GDPR, you have the following rights:

Privacy Policy

Date adopted: 9th September 2025

Minute no: 25/601 (5.1)

Date of next review: September 2028

- **Right of Access** - Request copies of your personal information
- **Right to Rectification** - Request correction of inaccurate information
- **Right to Erasure** - Request deletion of your information (where legally possible)
- **Right to Restrict Processing** - Request we limit how we use your information
- **Right to Data Portability** - Request transfer of your information in a structured format
- **Right to Object** - Object to processing based on legitimate interests (note: this right is limited for public bodies carrying out statutory functions)
- **Rights Related to Automated Decision Making** - We do not use automated decision making or profiling

To exercise any of these rights, contact the Parish Clerk at clerk@honeybourne-pc.gov.uk

Please note: As a public body, some of these rights may be limited where we have legal obligations to retain or process information.

Information Security

We protect your information through:

- Secure password-protected systems
- Regular software updates and security patches
- Staff training on data protection
- Secure disposal of paper records
- Encryption of electronic communications where appropriate

Children's Information

We do not specifically target services at children. Where we process information about children (under 18), we ensure appropriate safeguards are in place and seek parental consent where required by law.

Website and Cookies

Cookie Policy

Our website uses minimal cookies for essential functionality only:

Essential Cookies Only - Required for basic website functionality and security

We do not use tracking cookies, analytics cookies, or marketing cookies. If this changes in future, we will update this notice and seek your consent where required.

Website Privacy

Your visit to our website is anonymous. We do not track visitors, collect IP addresses, or monitor browsing behaviour. The only personal information we collect is what you voluntarily provide through our contact forms. We do not track your browsing behaviour or collect personal information unless you voluntarily provide it through our contact forms.

Website Content

We publish extensive information on our website as required by our Publication Scheme, including meeting minutes, agendas, policies and financial information. Some of this may contain personal information where legally required to be published. (such as councillors details or public meeting records)

External Links

Our website may contain links to external websites. We are not responsible for the privacy practices of other organisations. Please review their privacy policies when visiting external sites.

Changes to This Notice

We regularly review and update this privacy notice. The current version is always available on our website. Significant changes will be communicated to affected individuals where possible.

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Complaints

If you have concerns about how we handle your personal information, please contact the Parish Clerk first. If you remain unsatisfied, you can complain to:

Information Commissioner's Office (ICO)

Website: www.ico.org.uk

Helpline: 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF