



UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB

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UPTON & NORTH ELMSALL PARISH COUNCIL GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information relating to a living individual who can be identified from that data. This may include, for example, a name, address, email address, telephone number, photographs, or other identifying information.

The processing of personal data is governed by UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who are we?

Upton & North Elmsall Parish Council is the **data controller** for the personal data we hold. This means the Council decides how your personal data is processed and for what purposes.

Data Protection Officer

The Council has appointed an external Data Protection Officer (DPO).

For all data protection queries, please contact:

Email: clerk@uptonandnorthelmsall-pc.gov.uk

The DPO is responsible for monitoring compliance with data protection legislation and can be contacted with any queries or concerns.

What personal data we collect

We may process some or all of the following personal data where necessary:

- Names, titles and aliases
- Contact details such as addresses, telephone numbers and email addresses
- Photographs and images
- Information relating to services you use or request
- Financial information (e.g. for hall bookings, allotments, or payments)

Where necessary and appropriate, we may also process limited amounts of **special category data**, such as information relating to health or safeguarding, where required to carry out our duties.

How we use your personal data

We use personal data to carry out our functions as a local authority, including:

- Delivering public services and responding to enquiries
- Managing facilities such as allotments and the Village Hall
- Processing payments and maintaining financial records
- Communicating with residents, service users and stakeholders

- Ensuring safeguarding and wellbeing where required
- Preventing and detecting fraud or misuse of public funds
- Meeting our legal and statutory obligations
- Improving services and planning for the future

We may contact you by post, email or telephone where appropriate.

Lawful basis for processing

We process personal data under the following lawful bases:

- **Public task** – where processing is necessary for the performance of the Council’s official functions
- **Legal obligation** – where we are required to comply with the law
- **Contract** – where processing is necessary to fulfil a contract with you
- **Consent** – where you have given clear permission (used only where appropriate)

Where special category data is processed, this will only be done where there is a lawful basis and an additional condition under data protection legislation.

Sharing your personal data

We may share your personal data where necessary and in accordance with the law.

This may include sharing with:

- Wakefield Metropolitan District Council
- Other public authorities and statutory bodies
- Professional advisers and contractors working on behalf of the Council
- Community organisations or partners involved in delivering local services

All third parties are required to handle your data securely and in accordance with data protection legislation.

We do not share your information unnecessarily.

How long we keep your personal data

We only keep personal data for as long as necessary.

Retention periods are determined in line with legal requirements and are set out in the Council’s **Data Retention and Disposal Policy**.

Some records may be retained for longer periods where required for legal, financial or audit purposes.

Data security

The Council takes appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse or disclosure.

CCTV

The Council may operate CCTV systems in certain locations for the purposes of public safety, crime prevention and the protection of assets.

Where CCTV is in use, appropriate signage will be displayed.

Your rights

You have the following rights in relation to your personal data:

1. **Right of access** – to request a copy of the data we hold about you
2. **Right to rectification** – to request correction of inaccurate or incomplete data
3. **Right to erasure** – to request deletion of your data where appropriate
4. **Right to restrict processing** – to request that processing is limited
5. **Right to object** – to object to certain types of processing
6. **Right to data portability** – where applicable
7. **Right to withdraw consent** – where processing is based on consent

We will respond to requests within one month where possible.

Complaints

If you have any concerns about how your data is handled, please contact us in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

Transfers outside the UK

We do not routinely transfer personal data outside the UK.

If this becomes necessary, appropriate safeguards will be put in place.

Changes to this notice

This Privacy Notice is reviewed regularly and may be updated from time to time.

The latest version will always be available on the Council's website.

Last Updated: March 2026

Contact details

If you have any questions about this Privacy Notice or your personal data, please contact:

Clerk to the Council

Upton & North Elmsall Parish Council

The Village Hall

Upton

WF9 1JB

Email: clerk@uptonandnorthelmsall-pc.gov.uk

