Milton Parish Council
Privacy Notice

Milton Parish Council is the Data Controller responsible for the personal data you provide. We process personal data in accordance with UK GDPR, the Data Protection Act 2018, the Data (Use and Access) Act 2025 and all other applicable UK legislation relating to privacy and information rights.

1. What Personal Data We Collect
We may process the following categories of personal data when necessary for our statutory functions:

- Names, titles, aliases and photographs
- Contact details (telephone numbers, postal addresses, email addresses)
- Demographic information relevant to council services (e.g. age, gender, marital status, nationality)
- Employment, education or qualifications details where relevant
- Family composition and dependants
- Financial identifiers (bank account numbers, payment references) for services such as allotments
- Any information you voluntarily provide when engaging with council services

We only collect data that is necessary for the delivery of council services.

2. Special Category & Sensitive Data
We may process special category data only where strictly necessary and lawful, including:

- Your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation
- Health and safeguarding information
- Data required for legal requirements and obligations or public interest tasks
- Data required for legal claims or protection of vital interest

We apply enhanced safeguarding and conduct Data Protection Impact Assessments (DPIAs) for high-risk processing.

3. Lawful Bases for Processing
As a public authority, we process personal data under the following lawful bases:

Public Task (Primary Basis) Article 6 (1)(e)
Processing necessary for us to perform our statutory duties and public functions.

Legal Obligation – Article 6 (10)(f)
Processing required by law (e.g., financial records, audit requirements, safeguarding duties).

Contract
Processing necessary to fulfil a contract with you (e.g., allotment tenancy).

Consent – Article 6 (1)(a)
Used only where no other lawful basis applies. Consent is explicit, specific, freely given and withdrawable at any time.

Vital Interests
Used only in emergencies to protect life.

4. How We Use Your Data
We use personal data to:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email or telephone.
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To conduct comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and as necessary to protect individuals from harm or injury.
- To maintain our own accounts and records.
- To seek your views, opinions, or comments.
- To notify you of changes to our facilities, services, events and staff, councillors, and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects, or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council.
- To allow the statistical analysis of data so we can plan the provision of services.
- Operate CCTV for crime prevention and public safety

CCTV and audio processing comply with the Data (Use and Access) Act 2025 and updated ICO guidance. See our separate Policy regarding the way we use CCTV and audio at https://miltonparishcouncil.gov.uk/wp-content/uploads/2025/03/Milton-Parish-Council-CCTV-Code-of-Practice-Copy.pdf

5. Data Sharing
We may share personal data with:

- Other tiers of local government (South Cambs District Council/Cambridgeshire County Council)
- Statutory bodies (Social Services/Adult Social Care)
- Law enforcement agencies
- Contractors or service providers acting on our behalf
- Organisations collaborating to deliver public services

Sharing is always lawful, proportionate and limited to what is necessary.

6. Data Retention
(Add link to Management of Records)
We retain personal data only for as long as necessary:

- Some records must be kept permanently (e.g., minutes, governance documents)
- Financial records for a minimum period of 6 years to support HMRC audits or provide tax information
- Contractual or legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue a claim
- Safeguarding records: in accordance with statutory guidance
- CCTV: retained only for short periods unless required for investigations

We follow updated retention guidance under the Data (Use and Access) Act 2025.

7. Your Rights
Under UK GDPR you have the right to, depending on the circumstances and lawful basis:

1. **The right to access personal data we hold on you.**
   At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
2. **The right to correct and update the personal data we hold on you.**
   If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. **The right to have your personal data erased.**
   If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
4. **The right to data portability.**
   You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
5. **The right to object to processing of your personal data or to restrict it to certain purposes only.**
   You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
6. **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**
   You can withdraw your consent easily by telephone, email, or by post.
7. **The right to lodge a complaint with the Information Commissioner's Office.**
   You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

8. Security Measures
We use appropriate technical and organisational measures including:

- Encryption and secure storage
- Access controls and authentication
- Staff training
- Regular audits
- DPIAs for high-risk processing
- Secure disposal procedures
- Updated CCTV and audio safeguards

9. Requirement to Provide Personal Data & Consequences of Not Providing it

Milton Parish Council collects personal data only where it is necessary for our statutory functions, legal obligations or to enter into or perform a contract with you.

Statutory Requirements

Some personal data is required by law for us to carry out our public duties as a local authority. Examples include:

- Information needed for safeguarding, audit, financial records or law-enforcement functions
- Information required under the Data Protection Act 2018, UK GDPR or the Data (Use and Access) Act 2025
- Information needed to maintain statutory record (e.g., minutes, governance documents)

If you do not provide data required by law, we may be unable to:

- Provide certain council services
- Meet our statutory obligations
- Process applications, complaints or safeguarding concerns
- Prevent or detect fraud or misuse of public funds

In some cases, we may be legally prohibited from providing a service without the required information.

Contractual Requirement

Where you enter into a contract with the Council (for example, an allotment tenancy) certain personal data is required to:

- Set up and administer the contract
- Process payments
- Contact you about the service

If you do not provide data required for a contract, we will not be able to enter into or fulfil that contract.

Voluntary Data

Where data is optional (for example responding to surveys, providing feedback or subscribing to updates), you may choose not to provide it.

If you choose not to provide voluntary data this will not affect your access to statutory council services, but it may limit our ability to:

- Tailor services to your needs
- Send you updates or information you have requested
- Include your views in consultation or community engagements

10. Changes to This Notice
We review this Privacy Notice regularly and update it to reflect changes in legislation and guidance, or council practice.

11. Contact Details.
Milton Parish Council Clerk (Responsible Officer) if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries, or complaints. Our contact details can be found at the bottom of this page.

This Notice was last updated in October 2026.

Sarah Corder
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