

SHALFLEET PARISH COUNCIL. Privacy Statement

Dated: January 29, 2026. Adopted February 11, 2026.

Signed.

Shalfleet Parish Council is committed to protecting your personal data and respecting your privacy. This statement explains what information we collect, how we use it, the conditions under which we may share it, and how we keep it secure. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. What information we collect

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

- Contact details such as your name, address, email address and telephone number.
- Information you provide when contacting the Council, submitting enquiries, responding to consultations, or taking part in surveys.
- Website usage data, including IP address, browser type, pages visited and time spent on the site.
- Cookies, where you have given consent.
- Any other information you choose to provide in relation to Council business.

We aim to collect only the minimum data necessary for the purpose for which it is required.

2. How we use your information

We use your personal data to:

- Respond to enquiries and provide council services.
- Carry out statutory functions and public tasks.
- Consult with residents and gather feedback to improve services.
- Send newsletters or updates only where you have opted in.
- Maintain accurate records of Council activities.
- Improve our website and understand how it is used.

We do not sell or share your data with third parties for marketing purposes.

3. Surveys and third-party services

From time to time, we may run surveys using trusted third-party platforms (e.g., SurveyMonkey).

Where possible, survey responses are anonymised before analysis. Any personal data collected through these platforms is processed in accordance with their privacy policies as well as ours.

4. Website analytics and Log Data

Like many websites, we collect standard log information such as:

- IP address
- Browser type and version
- Pages visited
- Date, time and duration of visits

We may use third-party analytics tools (such as Google Analytics) to help us understand how the site is used. This data is anonymised and does not identify individuals.

5. Cookies

Cookies help us improve your experience on our website. You can refuse non-essential cookies through your browser settings. Some features of the site may not function correctly without them.

6. Lawful basis for processing

We process personal data under one or more of the following lawful bases:

- Public task – carrying out our statutory duties as a parish council.
- Consent – for newsletters or optional surveys.
- Legal obligation – where required by law.
- Legitimate interests – for website analytics and service improvement.

7. How long we keep your data

We retain personal data only for as long as necessary:

- For the duration of the project or purpose for which it was collected.
- For ongoing council business, normally no longer than 10 years if no active relationship continues.
- In line with our Document Retention and Management Policy.

Data is securely deleted or anonymised once no longer required.

8. How we protect your information

We take appropriate technical and organisational measures to safeguard your personal data.

However, no method of electronic transmission or storage is completely secure, and we cannot guarantee absolute security.

9. Your rights

Under UK GDPR, you have the right to:

- Access the personal data we hold about you.
- Request correction of inaccurate information.
- Request deletion of your data (in certain circumstances).
- Object to or restrict processing.
- Withdraw consent where processing is based on consent.
- Lodge a complaint with the Information Commissioner's Office (ICO).

To exercise any of these rights, please contact the Parish Clerk.

10. Changes to this Privacy Statement

We may update this Privacy Statement from time to time. Any changes will be posted on this page and will take effect immediately upon publication.

11. Contact us

If you have any questions about this Privacy Statement or how we handle your data, please contact the Parish Clerk.