

General Privacy Notice

Hullbridge Parish Council

Hullbridge Parish Council is committed to protecting your privacy and personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are a Data Controller registered with the Information Commissioner's Office (ICO) – Registration No. Z6496438.

1. Why We Collect Your Data

We collect and process personal data to:

- Deliver our statutory functions and local services
- Respond to enquiries, complaints, or requests
- Manage allotments, events, grants, and public consultations
- Support community safety (e.g., CCTV, emergency planning)
- Meet legal obligations (e.g., employment, finance, public health)

2. What Data We Collect

Depending on your interaction with us, we may collect:

- Names, addresses, contact details
- Email correspondence
- CCTV footage
- Age, gender, or equalities data
- Financial details (e.g., for grants or payroll)
- Correspondence through email, post, telephone or social media

We process data under the following legislation:

- Local Government Act 1972
- Localism Act 2011
- Freedom of Information Act 2000
- Environmental Information Regulations 2004



HULLBRIDGE PARISH COUNCIL

- Health and Safety at Work etc. Act 1974
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

3. Legal Basis for Processing

We process personal data:

- To carry out tasks in the public interest or under a legal obligation
- With your consent (e.g., email mailing lists)
- Under a contract (e.g., employment)
- Occasionally, in the vital interests of individuals (e.g., emergencies)

4. Data Sharing

We only share your information when necessary:

- With trusted service providers under contract
- With government authorities (e.g., HMRC, Police, DWP) if required by law
- With emergency services during incidents

We do not share your data for marketing purposes without consent.

5. Data Retention

We keep personal data only for as long as necessary. Our full retention schedule is available in the Council's Retention Policy. Some information is kept permanently for archiving and historical purposes.

6. Security

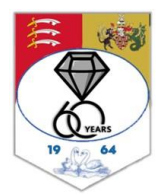
We use appropriate technical and organisational measures including:

- Password-protected systems
- Secure locked storage for paper records
- Encrypted backups and restricted access to data

7. Your Rights

Under UK GDPR, you have rights to:

- Access your data
- Request correction or deletion



HULLBRIDGE PARISH COUNCIL

- Restrict or object to processing
- Lodge a complaint with the ICO

For full details, visit: <https://ico.org.uk>

8. CCTV and Social Media

Images captured on CCTV are used for public safety and crime prevention. Footage is retained for 30 days unless required longer for investigations. Visit our CCTV policy for more information.

We also process personal data via our Facebook page and website in line with this notice.


9. Contact Us

For questions or to exercise your rights, contact:

Clerk to Hullbridge Parish Council

98 Ferry Road, Hullbridge, Essex SS5 6EX

 Email: clerk@hullbridge-pc.gov.uk

 Phone: 01702 232038

10. Changes to This Notice

This privacy notice is reviewed regularly and was last updated on 8th September 2025. It replaces the previous version adopted on 9 April 2018.