Scarning Parish Council

Privacy Notice

Introduction

This Privacy Notice explains how we use any personal data you give us and any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number and so on. We collect and use your personal information so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information, including the delivery of services to you.

Our Data Protection Commitment

We are committed to managing your data securely and responsibly. Please refer to our Data Protection policy, which details how we manage the processes required under data protection legislation.

Source of your Personal Data

We collect data from the following sources:-

- You directly
- Your family members
- Other authorities (where you have raised a query and it has been passed on to us)

Data Protection Principles

We will comply with data protection legislation. This states that personal data we hold about you must be:-

- Used lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Kept secure.

Legal Basis for Processing your Personal Data

The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):-

- Processing is with consent of the data subject
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Your Marketing Preferences

If we produce marketing material, in hard copy of electronically, and you have indicated that you would like to receive it, we will expressly request your permission. This means we will only use your data to send you the information you have chosen to receive. If your preferences change you can unsubscribe from our mailings at any time. If we want to use your personal data for anything else we will let you know and ask your permission.

Sharing your Data

The Parish Council may share your personal data with the following third parties:-

- Breckland Council and/or Norfolk County Council, so that we can resolve your query or problem (we will seek your permission first)
- Our bank (for making payments to you)
- Our auditors
- Other organisations and businesses who provide services to us such as back-up and email hosting providers, It software and maintenance providers, document storage providers and suppliers of other back-office functions

We work with these third parties to ensure they understand their obligation to put in place appropriate security measures, and they are responsible to you directly for the manner in which they process and protect your personal data.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Sensitive Data

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do, we will provide you with full details of the personal data, what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Your Rights

The following is a list of the rights all individuals have under data protection legislation. These do not apply in all circumstances. If you wish to use any of them, we will explain at that time if they are appropriate or not.

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate, and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to resist processing of your personal information
- The right to have your personal information erased ('the right to be forgotten')
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy, or transfer your personal information ('data portability')

If you wish to exercise any of these rights, please contact us using the details below.

You also have the right to complain to the Information Commissioner's Office, which enforces data protection laws: casework@ico.org.uk.uk Tel 0303 123 1113

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We ensure your data is stored securely. We delete all information deemed to be no longer necessary.

We may update this page from time to time to reflect changes in the law and/or our privacy practices.

How to Contact Us

Oakleigh House
Shipdham Lane
Scarning
NR19 2LB
07938001056(during office hours Monday to Wednesday)
clerk@scarning-pc.gov.uk

Approved: February 2026.
Next Review: February 2028 (or sooner if changes in the law require earlier review).