



Toppesfield Parish Council



Privacy Policy

Introduction

Toppesfield Parish Council is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store and protect any personal information you provide when using our website or contacting us.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. As a public authority, we are also subject to the Freedom of Information Act 2000. Our Publication Scheme sets out the information we routinely make available to the public.

Who We Are

Organisation: Toppesfield Parish Council

Data Controller: Toppesfield Parish Council

ICO Registration Number: ZA089684

Website: www.toppesfield-pc.gov.uk

Address: Toppesfield PC, The Village Hall, Church Lane, Toppesfield, Essex, CO9 4DR

Email: clerk@toppesfield-pc.gov.uk

Telephone: 07341 264219

If you have any questions about this Privacy Policy or how we handle your personal information, please contact us using the details above.

Data Protection Officer

As a small parish council, Toppesfield Parish Council does not meet the threshold for mandatory DPO appointment under UK GDPR Article 37. Data protection queries should be directed to the Clerk using the contact details above.

Information We Collect

We may collect and process the following categories of personal information:

- Name
- Email address
- Telephone number
- Postal address
- Information submitted through contact forms or correspondence
- Website usage information, including analytics data
- Technical information such as IP address, browser type and device information

In some circumstances we may also collect special category personal data (for example, health or disability information submitted in relation to grant applications, or political opinions expressed in public consultation

responses). Where we do so, we will identify the additional legal basis under Article 9 UK GDPR at the point of collection.

How We Use Your Information

We use personal information to:

- Respond to enquiries and requests from members of the public
- Provide information about our services and activities
- Carry out our statutory functions as a local council
- Manage and improve our website
- Monitor website performance and usage
- Comply with legal obligations
- Maintain the security of our website and systems

We will only process personal information where we have a lawful basis to do so. We do not use personal information for automated decision-making or profiling.

Lawful Basis for Processing

Under UK GDPR, we must have a lawful basis for each type of processing activity. The table below sets out the main processing activities and the lawful basis we rely on for each:

Responding to public enquiries — Lawful basis: Public task (Article 6(1)(e))

Carrying out statutory council functions — Lawful basis: Legal obligation (Article 6(1)(c)) / Public task (Article 6(1)(e))

Website analytics — Lawful basis: Consent (Article 6(1)(a)) — see Cookies section

Email newsletter / communications (where applicable) — Lawful basis: Consent (Article 6(1)(a))

Maintaining council records and accounts — Lawful basis: Legal obligation (Article 6(1)(c))

Where we rely on consent, you may withdraw it at any time by contacting us using the details above. Withdrawal of consent will not affect the lawfulness of processing carried out before withdrawal.

Cookies and the Privacy and Electronic Communications Regulations (PECR)

Our website may use cookies and similar technologies to improve user experience and to understand how visitors use the website. Our use of cookies is governed by both UK GDPR and the Privacy and Electronic Communications Regulations 2003 (PECR).

Cookies are small text files stored on your device. Where we use non-essential cookies (such as analytics cookies), we will ask for your consent before placing them. You can withdraw consent or manage your cookie preferences at any time through the cookie settings on our website.

You can also control or delete cookies through your browser settings. Please note that disabling certain cookies may affect some website functionality.

For full details of the cookies we use, please see our [Cookie Policy](#)

Website Analytics

We may use website analytics services to understand how visitors interact with our website. Analytics information may include pages visited, time spent on pages, device type, browser information, and general location data. Where possible, this information is anonymised. We will be using Google Analytics and data is transferred outside the UK in accordance with [Google's privacy policy which can be viewed here](#).

Sharing Your Information

We do not sell personal information to third parties.

We may share information with:

- Website hosting providers and IT support providers acting as data processors on our behalf
- Professional advisers such as solicitors or auditors, where necessary
- Regulatory authorities, including the Information Commissioner's Office, where required by law
- Other public bodies where we have a legal obligation to share information

Any third parties processing personal information on our behalf are required to keep it secure, use it only for the purposes we specify, and comply with UK data protection law.

Where We Store Your Personal Data

We take reasonable technical and organisational measures to protect personal information from unauthorised access, loss, misuse, disclosure, alteration or destruction.

While we take appropriate security measures, no method of transmission over the internet can be guaranteed to be completely secure.

International Transfers

Where we use third-party services (such as cloud hosting or analytics platforms) that process personal data outside the United Kingdom, we ensure that appropriate safeguards are in place in accordance with UK GDPR Chapter V. We will be using Google Analytics and data is transferred outside the UK in accordance with [Google's privacy policy which can be viewed here](#).

Data Retention

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, and in accordance with any applicable legal, statutory or regulatory requirements.

Our retention periods are guided by the NALC/SLCC Records Management Retention Schedule for local councils. Key retention periods include:

- General correspondence: 6 years
- Planning and development records: minimum 6 years or life of asset
- Financial and accounting records: 6 years after the relevant financial year
- Employee records: 6 years after employment ends
- Minutes of council meetings: permanent retention

When personal information is no longer required, it will be securely deleted or anonymised.

Your Rights

Under UK data protection law, you have the following rights:

- **Right of access:** You can request a copy of the personal information we hold about you (a Subject Access Request).
- **Right to rectification:** You can ask us to correct inaccurate or incomplete information.
- **Right to erasure:** You can ask us to delete your information in certain circumstances.
- **Right to restrict processing:** You can ask us to limit how we use your information in certain circumstances.
- **Right to object:** You can object to processing based on legitimate interests or public task.
- **Right to data portability:** Where processing is based on consent or a contract, you can request your data in a structured, commonly used format.
- **Right to withdraw consent:** Where processing is based on consent, you may withdraw it at any time.

To exercise any of these rights, please contact us using the details in the 'Who We Are' section above. We will respond to Subject Access Requests within one calendar month as required by UK GDPR. We may need to verify your identity before processing a request.

Third-Party Websites

This website may contain links to external websites. We are not responsible for the privacy practices or content of third-party websites and encourage you to read their privacy policies before providing any personal information.

Complaints

If you are unhappy with how we have handled your personal information, please contact us in the first instance so we can try to resolve the issue.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), which is the supervisory authority for data protection in the UK:

[Information Commissioner's Office \(ICO\)](#)

Telephone: 0303 123 1113

Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in law, our services, or our data processing practices. Any changes will be published on this page. This policy was adopted by the council on 2nd July 2026 (Minute reference 26/111.5) and will be reviewed annually.

Adopted: 6th August 2026, Minute Ref: 26/129.5

Review Date: July 2027

Last Updated: 6th August 2026