

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



Privacy Notice

1. Introduction

Meopham Parish Council is committed to protecting your privacy and ensuring that your personal data is processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This Privacy Notice explains how we collect, use, store and protect your personal information when you contact us, use our website, access our services or otherwise engage with the Council.

Who We Are

Meopham Parish Council is the data controller for the personal information that it collects and processes in carrying out its duties and functions.

2. What data we collect and why:

When You Contact Us

When you contact Meopham Parish Council, we may collect and process personal information including:

Name
Postal address
Email address
Telephone number
Organisation (where applicable)
Any other information you choose to provide

We use this information to:

- Respond to your enquiries and correspondence;
- Provide information, services and support;
- Manage access to Council facilities and services;
- Fulfil our statutory duties and functions;
- Maintain accurate records of Council business.

Your personal information will only be shared where necessary and lawful, including with contractors, service providers, professional advisers, public authorities or other organisations where required to deliver services, comply with legal obligations or exercise the Council's statutory functions.

Website Use and Cookies

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Meopham Parish Council website does not use any cookies.

Email Correspondence

Any email sent to the Council, including attachments, may be monitored and retained as part of the Council's records management processes.

Email correspondence may be disclosed where required by law, including under:

- Freedom of Information legislation;
- Environmental Information Regulations;
- Court orders;
- Law enforcement requests; or
- Other statutory requirements.

Please be aware that email communication may not always be completely secure. If you are sending sensitive information, you should contact the Council to discuss the most appropriate method of communication.

Councillors' Contact Details

All enquiries should be made to enquiries@meopham-pc.gov.uk. The Parish office is responsible for all correspondence unless deemed appropriate to forward on to the relevant Councillor.

Where enquiries are forwarded to individual Councillors, the Councillor may choose to correspond directly. In this instance the following applies:

- Information will only be used for dealing with the matter raised;
- Relevant information may be shared with Council officers or other Councillors where necessary;
- Personal information will be handled in accordance with data protection legislation.

Councillors are independently responsible for ensuring that any personal data they process is handled securely and lawfully.

Council Meetings

Council meetings are generally held in public and minutes are published as part of the Council's statutory obligations.

Where individuals address Council meetings, their names and the subject matter discussed may be recorded in meeting minutes and published on the Council's website.

The Council will seek to minimise the publication of unnecessary personal information.

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CCTV

The Council operates CCTV systems at Pitfield Green toilets which is recorded for the purposes of:

- Promoting and maintain public safety.
- To deter, detect and assist in the investigation of vandalism, criminal damage, anti-social behaviour and other unlawful activities.
- To assist law enforcement agencies where incidents occur.
- To provide information regarding visitor and footfall numbers for the management and planning of Council facilities and services.

Meopham Parish Council processes CCTV footage under Article 6(1)(e) of the UK GDPR:

- Public Task – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meopham Parish Council.
- Where footage is used to prevent or detect crime, support public safety, or assist investigations into vandalism or criminal activity, processing is also undertaken in accordance with Meopham Parish Council's statutory duties and responsibilities.

Meopham Parish Council has undertaken an assessment and considers the use of CCTV to be necessary and proportionate to achieve the objectives outlined above. Routine CCTV recordings will be retained as per the CCTV Policy (Section 8 Retention of Footage).

Footage may be retained for a longer period where:

- It is required as evidence relating to a criminal offence, vandalism, anti-social behaviour, or other incident.
- It has been requested by the police or another authorised law enforcement body.
- It is required for legal proceedings, insurance claims or formal investigations.

Any retained footage will be kept only for as long as necessary for the relevant purpose and will be held securely and deleted when no longer required.

Access to CCTV recordings will be restricted to authorised persons and disclosed only where there is a lawful basis for doing so.

Where CCTV is in operation, appropriate signage will be displayed.

For further information please contact Meopham Parish office using the contact details above.

3. Lawful Basis for Processing

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Meopham Parish Council processes personal data under one or more of the lawful bases set out in Article 6 of the UK GDPR:

Article 6(1)(a) – Consent;

Article 6(1)(b) – Performance of a contract;

Article 6(1)(c) – Compliance with a legal obligation;

Article 6(1)(e) – Performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Where special category personal data is processed, the Council will identify an appropriate lawful basis under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018.

4. Information Security

Meopham Parish Council takes appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.

These measures include:

- Secure electronic systems;
- Password protection and access controls;
- Staff and Councillor awareness of data protection responsibilities;
- Secure storage and disposal of records;
- Regular review of policies and procedures.

Copies of relevant policies are available on request.

5. Data Retention

Meopham Parish Council will only retain personal information for as long as necessary to fulfil the purpose for which it was collected, to comply with legal obligations or in accordance with recognised retention schedules.

Records are managed in accordance with:

- Statutory requirements;
- Guidance issued by relevant authorities; and
- The Council's Data Map.

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

Please note that the right to erasure is not absolute and may not apply where the Council is required to retain information by law.

6. Children's Data

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The Council does not knowingly collect or process personal information relating to children under the age of 13 without the consent of a parent or legal guardian, except where permitted or required by law.

Where services or activities involve children, appropriate safeguards will be applied.

7. Sharing Information

The Council will not sell your personal information.

Information may be shared with:

- Contractors and service providers acting on behalf of the Council;
- Professional advisers;
- Government departments and public authorities;
- Regulatory bodies;
- Law enforcement agencies;
- Funding organisations where required.

Any sharing of information will be carried out lawfully and only where necessary.

8. Your Rights

Under UK GDPR, you have the following rights, subject to certain exemptions:

- Right of Access - You may request a copy of the personal information held about you.
- Right to Rectification - You may request correction of inaccurate or incomplete information.
- Right to Erasure - You may request deletion of personal information where there is no lawful reason for continued processing.
- Right to Restrict Processing - You may request that processing be restricted in certain circumstances.
- Right to Object - You may object to processing carried out under public task or legitimate interests where appropriate.
- Right to Data Portability - Where applicable, you may request a copy of your personal data in a commonly used electronic format.
- Rights Relating to Automated Decision-Making and Profiling - Meopham Parish Council does not carry out automated decision-making or profiling using personal information.

9. Accessing Your Information

To exercise any of your rights, please contact:

Parish Clerk and Responsible Officer

Telephone: 01732 813779

Email: enquiries@meopham-pc.gov.uk

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The Council will respond to requests in accordance with the requirements of UK GDPR.

10. Changes to this Privacy Notice

Meopham Parish Council may review and update this Privacy Notice from time to time to reflect changes in legislation, guidance or Council procedures.

The latest version will be published on the Council's website and made available on request.

11. Complaints

If you have concerns about the way your personal information has been handled, please contact the Parish Clerk in the first instance.

If you remain dissatisfied, you have the right to lodge a complaint with:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: (ICO) <https://ico.org.uk/make-a-complaint/>

12. Summary

Meopham Parish Council only collects and processes personal information necessary to carry out its duties, provide services and communicate effectively with residents and stakeholders. We do not sell personal information and only share it where there is a lawful reason to do so. We are committed to keeping personal information secure, accurate and up to date, and to complying fully with our obligations under UK data protection legislation.

Adopted at Full Council 30 June 2026 Minutes F.C.51.