



# SWAFIELD AND BRADFIELD PARISH COUNCIL

---

## Privacy Notice

### 1. Introduction

Swafield and Bradfield Parish Council (“the Council”) is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use and safeguard your information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. Who We Are

Swafield and Bradfield Parish Council is the data controller for the personal information you provide to us.

**Contact details:**

Clerk to the Council

Swafield and Bradfield Parish Council

Meadowcroft, 40 Cromer Road, Mundesley, NR11 8DB

Email: [clerk@swafieldandbradfieldparishcouncil.gov.uk](mailto:clerk@swafieldandbradfieldparishcouncil.gov.uk)

Telephone: 07900957888

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

### 3. The Information We Collect

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

- Name, address and contact details (email address, telephone number)
- Correspondence sent to or from the Council
- Information relating to complaints, queries or consultations
- Financial information (e.g. for payments, grants or invoices)
- Information required for employment or contractual purposes
- CCTV images (if applicable)

We only collect information necessary to carry out our functions.

## **4. How We Use Your Information**

We use your personal data to:

- Respond to enquiries and correspondence
- Consider and respond to planning applications
- Manage services and facilities provided by the Council
- Process payments, grants and invoices
- Maintain financial records
- Comply with legal obligations
- Manage employment and contractual relationships
- Promote and support local community initiatives

We will not use your information for any purpose other than those for which it was collected, unless required or permitted by law.

## **5. Lawful Basis for Processing**

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

- Public task – where processing is necessary for the performance of tasks carried out in the public interest
- Legal obligation – where processing is necessary to comply with the law
- Contract – where processing is necessary for a contract with you
- Consent – where you have given clear consent for us to process your personal data

## **6. Sharing Your Information**

We may share your personal data with:

- North Norfolk District Council and Norfolk County Council
- Government bodies and regulatory authorities
- Contractors or service providers acting on our behalf
- Auditors
- Law enforcement agencies where required

We will only share information where it is necessary and lawful to do so.

## **7. Data Security**

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, alteration, disclosure or destruction.

## **8. How Long We Keep Your Information**

We retain personal data only for as long as necessary to fulfil the purpose for which it was collected and to meet legal, accounting or reporting requirements. Retention periods are determined in line with statutory requirements and recommended guidelines for parish councils.

## 9. Your Rights

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data (in certain circumstances)
- Request restriction of processing
- Object to processing
- Request transfer of your data (where applicable)
- Withdraw consent at any time (where consent is relied upon)

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

## 10. Complaints

If you are unhappy with how we handle your personal data, you have the right to lodge a complaint with:

### **Information Commissioner's Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

We would, however, appreciate the opportunity to address your concerns first.

## 11. Changes to This Privacy Notice

This Privacy Notice will be reviewed regularly and may be updated from time to time. The latest version will always be available on the Council's website or upon request.

Published: February 2026

Review Date: February 2028