



Stamfordham Parish Council – Contact Privacy Notice - May 2026

Version: May 2026 **Adopted:** May 2026 **Review Date:** May 2027

Council Name: Stamfordham Parish Council

Address: 65 Addycombe Gardens, Rothbury, Morpeth, NE65 7PE

Email: clerk@stamfordhamparishcouncil.org

Phone: 01669 621565

1. Who We Are

Stamfordham Parish Council is the data controller for the personal data you provide to us.

2. When You Contact Us

When you contact Stamfordham Parish Council, we may collect and process personal information such as:

- Name
- Address
- Email address
- Telephone number
- Organisation (if applicable)

We use this information to:

- Respond to your enquiry or correspondence
- Provide information requested
- Deliver or facilitate access to council services and facilities
- Lawful Basis for Processing

We process your personal data under the following lawful bases:

- Article 6(1)(a) – Consent (where you have given clear consent for us to process your data)
- Article 6(1)(c) – Legal obligation (where processing is necessary for compliance with the law)
- Article 6(1)(e) – Public task (where processing is necessary for the performance of a task carried out in the public interest or under official authority)

3. Sharing Your Information

We will not sell your data.

We may share your information where necessary with:

- Northumberland County Council or other public bodies
- Contractors or service providers acting on behalf of the Council
- Professional advisers (e.g. legal or audit)
- Law enforcement or regulatory bodies where required



Any sharing will be lawful, limited, and only where necessary.

4. Data Retention

We will only keep your personal data for as long as necessary for the purpose it was collected. Retention periods are determined in line with the Council's data retention policy.

You may request deletion of your personal data at any time, where applicable.

5. Information Security

We have appropriate technical and organisational measures in place to protect your personal data from:

- Unauthorised access
- Loss or destruction
- Alteration or misuse

Copies of our policies are available on request.

6. Children's Data

We do not knowingly process personal data relating to children under 13 without the consent of a parent or guardian.

7. Your Rights

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request deletion of your data (where appropriate)
- Object to processing
- Request restriction of processing
- Withdraw consent at any time (where consent is the lawful basis)

To exercise any of these rights, please contact the Parish Clerk using the details above.

8. Automated Decision Making

Stamfordham Parish Council does not carry out automated decision-making or profiling using personal data.



9. Complaints

If you are unhappy with how your data has been handled, please contact the Parish Clerk in the first instance.

You also have the right to lodge a complaint with the Information Commissioner's Office.

Email: casework@ico.org.uk

Telephone: 0303 123 1113

10. Summary

- Stamfordham Parish Council only collects the minimum personal data necessary to provide services and respond to enquiries.
- We do not sell your data and only share it where necessary and lawful.
- We ensure your data is stored securely and retained only as long as required.
- We regularly review our policies to ensure ongoing compliance and protection of your information.

11. Availability

You may request a copy of this Privacy Notice or any related policies at any time.