



Privacy Notice

Angmering Parish Council

Angmering Parish Council ("the Council") takes your privacy seriously and is committed to protecting your personal data. This notice explains how we collect, use, and protect your information.

1. Who We Are

Angmering Parish Council is the data controller for the personal data we process.

Contact details:

Clerk to the Council

Email: katie.herr@angmering-pc.gov.uk

2. What Information We Collect

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

- Name
- Address
- Email address
- Telephone number
- IP address
- Details of enquiries, complaints, or correspondence
- Website usage data (via cookies and analytics)

3. How We Use Your Information

We use your personal data to:

- Respond to enquiries and correspondence
- Provide parish council services

- Manage complaints or requests
- Maintain our records
- Improve our website and services
- Comply with legal obligations

4. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Public task – to carry out official council functions
- Legal obligation – where we must comply with the law
- Consent – where you have given permission (e.g. contacting us via forms)

5. Sharing Your Information

We may share your information with:

- Service providers (e.g. IT and website providers)
- Professional advisors
- Government bodies or regulators where required by law

We do not sell your personal data.

6. International Data Transfers

Some of our website services, such as analytics, may involve transferring data outside the UK. Where this happens, we ensure appropriate safeguards are in place to protect your information.

7. How Long We Keep Your Data

We only keep personal data for as long as necessary. Retention periods depend on the type of information and legal requirements.

For example:

- General enquiries: up to 1 year
- Formal complaints or legal matters: up to 6 years

We follow a records retention policy to ensure data is not kept longer than necessary. Our full data audit can be accessed here - [data audit](#)

8. Your Data Protection Rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data (where appropriate)
- Restrict how your data is used
- Object to processing
- Request data portability (where applicable)
- Withdraw consent at any time (where processing is based on consent)

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

9. Cookies and Website Use

Visitors to our website

When you visit our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. This helps us improve our website.

We do not use this information to identify individuals.

Cookies

Our website uses cookies to:

- Enable core functionality (security, accessibility, network management)
- Analyse website usage

You can control or disable cookies through your browser settings. More information is available in our [Cookies Policy](#).

10. Security

We take appropriate measures to protect your personal data, including:

- Secure systems and access controls
- Data encryption where appropriate
- Limiting access to authorised personnel only

11. Access to Your Information

You can request access to the personal data we hold about you by making a Subject Access Request.

Please contact us at: katie.herr@angmering-pc.gov.uk

12. Data Protection Officer

Our Data Protection Officer is:

Maureen Chaffe

Email: processmatters2@gmail.com

Telephone: 07593662123

13. Complaints

If you are unhappy with how we handle your data, please contact us in the first instance so we can try to resolve the issue.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: www.ico.org.uk/concerns

14. Changes to This Privacy Notice

We may update this privacy notice from time to time. Please check this page periodically for any changes.

Last updated: April 2026