Privacy Notice

Introduction

Harpole Parish Council is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store and protect personal information when you interact with the Parish Council.

Contact Details

Harpole Parish Council
Larkhall Lane, Harpole, NN7 4DF
Clerk to the Council: Sally Willis
Email: clerk@harpole-pc.gov.uk
Telephone: 07878 192095

What Personal Information We Collect

Names, addresses, email addresses, telephone numbers, correspondence, planning consultation comments, allotment information, recruitment information, supplier information and website usage data.

Why We Process Personal Information

To respond to enquiries, manage council services, consult residents, consider planning matters, administer agreements, meet legal duties and maintain accounts.

Lawful Bases for Processing

Public Task, Legal Obligation, Contract, Consent and, where appropriate, Legitimate Interests.

How We Share Your Information

We may share information with relevant public bodies, advisers, auditors, insurers, IT providers and contractors where lawful.

Publication of Information

Council agendas, reports and minutes may be published with personal information redacted where appropriate.

How Long We Keep Information

Information is retained in accordance with legal requirements and the Council retention schedule.

Security of Your Information

Appropriate technical and organisational measures are used to protect personal information.

Website Information and Cookies

The website may collect IP addresses, browser details and usage information. A separate Cookie Policy should provide fuller details.

Your Rights

You have rights of access, rectification, erasure, restriction, objection and, where applicable, portability.

Complaints

You may complain to the Parish Clerk and to the Information Commissioner's Office.

Changes to This Privacy Notice

The Council may update this notice from time to time.

Last reviewed: 7th September 2026
Next review: September 2027