



**LISS PARISH COUNCIL  
GENERAL DATA PROTECTION REGULATION  
PRIVACY NOTICE**

**1. Introduction**

- 1.1 As part of exercising our duties as Parish Council we may collect personal information from you
- 1.2 This General Data Protection Regulation “GDPR” Privacy Notice explains how Liss Parish Council “LPC” collects, uses, and protects the personal information of individuals (“you”, “your”) in accordance with UK GDPR and the Data Protection Act, 2018. For more information please see [www.ico.org.uk](http://www.ico.org.uk)

**2. Personal information we collect**

- 2.1 LPC may collect personal information from you in various ways, such as when you:
  - 2.1.1 Make an enquiry or request information from us.
  - 2.1.2 Make a complaint or report a problem.
  - 2.1.3 Participate in surveys or consultations.
  - 2.1.4 Attend our meetings or events.
  - 2.1.5 Provide us with feedback or make a suggestion.
- 2.2 The personal information LPC collects may include, but is not limited to:
  - 2.2.1 Your name, address, telephone number, and email address.
  - 2.2.2 Your date of birth and proof of identity.
  - 2.2.3 Your preferences and interests.
  - 2.2.4 Any other information you choose to provide LPC.

**3. How we use your personal information**

- 3.1 LPC use your personal information only for the following purposes to:
  - 3.1.1 Provide you with the information or services you have requested.
  - 3.1.2 Communicate with you about our activities and services.
  - 3.1.3 Carry out our statutory duties and responsibilities as Parish Council.
  - 3.1.4 Improve our services and meet the needs of our community.
  - 3.1.5 Comply with legal and regulatory requirements.

**4. Sharing your personal information**

- 4.1 LPC may share your personal information with other organisations only in the following circumstances with:
  - 4.1.1 Other public bodies or authorities as required by law.
  - 4.1.2 LPC service providers or contractors for the purpose of providing you with the information or services you have requested.
  - 4.1.3 LPC professional advisers for the purpose of obtaining legal or other professional advice.

## **5. Data retention**

- 5.1 LPC will retain your personal information for as long as is necessary for the purposes for which it was collected, or as required by law.

## **6. Your rights**

- 6.1 Under the GDPR, you have the right to:
- 6.1.1 Request access to your personal information.
  - 6.1.2 Request rectification or erasure of your personal information.
  - 6.1.3 Request restriction of processing of your personal information.
  - 6.1.4 Object to the processing of your personal information.
  - 6.1.5 Data portability.
  - 6.1.6 Withdraw consent to the processing of your personal information.
  - 6.1.7 Lodge a complaint with the Information Commissioner's Office:  
[www.ico.org.uk](http://www.ico.org.uk)

## **7. Transfer of data abroad**

- 7.1 LPC, or third parties acting on our behalf, may need to transfer Personal Information outside of the United Kingdom "UK".
- 7.2 LPC will always take steps to ensure that any transfer of Personal Information outside of the UK is carefully managed to protect your privacy rights and ensure that adequate safeguards are in place. This might include transfers to countries that the UK considers will provide adequate levels of data protection for your Personal Information (such as countries in the European Economic Area) or putting contractual obligations (Standard Contractual Clauses) in place with the party we are sending information to.

## **8. Contact us**

- 8.1 If you have any questions or concerns about this GDPR Privacy Notice, or if you wish to exercise any of your rights, please contact LPC by phone: 01730 892823, email: [clerk@lissparishcouncil.gov.uk](mailto:clerk@lissparishcouncil.gov.uk) or post: Council Office, Hill Brow Road, Liss, Hampshire, GU33 7LA.

## **9. Review**

- 9.1 This policy will be updated every three years, or as and when such legislative or best practice changes in relation to GDPR.

*Adopted by Liss Parish Council on 26<sup>th</sup> April 2023*

*To be reviewed in 2026*