Councillor Privacy Notice

Reviewed and Agreed by LPC Meeting 21 September 2026 (no amendments)

When you sign your acceptance of Office and take your seat on the Loose Parish Council (LPC), the information you provide (name, address, email address, phone number, declaration of personal Interest (DPI), and other relevant information) will be processed and stored. This is so that you can be contacted, and so that the LPC can retain this information during your time in Office. The Council will provide you with a dedicated email address for use of LPC business. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement, such as publication of your DPI, without your consent.

The Council's Right to Process Information
General Data Protection Regulations Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject or
Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security
Loose Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Access to Information
You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

Information Correction
If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk to request this.

Information Deletion
Loose Parish Council will delete the information about you, once you are no longer a Councillor.

Right to Object
If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Clerk, to object.

Rights Related to Automated Decision Making and Profiling
Loose Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints
If you have a complaint regarding the way your personal data has been processed, you may make a complaint to: The Clerk, Nicky Bourne, LoosePC PO Box 634 MAIDSTONE ME17 4YR
Telephone: 07855000156
Email office@loose-pc.gov.uk

Summary: In accordance with the law, Loose Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Loose Parish Council does not use profiling, we do not sell or pass your data to third parties. Loose Parish Council does not use your data for purposes other than those specified. Loose Parish Council makes sure your data is stored securely. Loose Parish Council deletes all information deemed to be no longer necessary. Loose Parish Council constantly reviews our Privacy Policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.