

**MUNDON
PARISH COUNCIL**

PRIVACY NOTICE

Who We Are

Mundon Parish Council is a local authority and is the data controller for the personal data we hold.
Contact details:

Clerk to the Council: Jackie Lines
Email: clerk@mundonparishcouncil.gov.uk
Address: Homestead, Old Heath Road, Althorne CM3 6EW

What Data We Collect

We may collect personal data such as:

- Names and contact details
- Correspondence with the Council
- Information provided when making enquiries, complaints, or representations
- Financial information where necessary (e.g. payments or expenses)

How We Use Your Data

We use personal data to:

- Carry out our duties as a Parish Council
- Respond to enquiries and correspondence
- Meet legal and statutory obligations

Lawful Basis

We process personal data under:

- Legal obligation
- Public task
- Consent (where required)

Sharing and Retention

We only share personal data where lawful and necessary.
We keep data only for as long as required, in line with legal requirements.

Your Rights

You have rights under data protection law, including the right to access your data and to raise concerns with the Information Commissioner's Office (ICO).

ICO contact details:
Website: <https://www.ico.org.uk>
Telephone: 0303 123 1113

Updates

This Privacy Notice may be updated from time to time and will be published on our website.

**Privacy Notice
Register History**

Description	Date	Minute Number
Approved and Adopted	10 Feb 2026	101 (b)
Next Review	January 2029	