



Parish Clerk

King George V Playing Fields Pavilion  
Front Street, Framwellgate Moor, Durham, DH1 5BL

07572 004256

[clerk@framwellgatemoorparish.gov.uk](mailto:clerk@framwellgatemoorparish.gov.uk)

## **Privacy Notice**

**Details**

<b>Policy</b>	<b>Adopted</b>	<b>Author</b>
Privacy Notice		Craig Eddon

**Version**

<b>Date</b>	<b>Ref</b>	<b>History</b>	<b>Revised by</b>
25/03/26	V1		Craig Eddon

**Review**

<b>Review</b>	<b>Last Review</b>	<b>Next Review</b>	<b>Principal Reviewer</b>
Annually	March 2026	March 2027	Clerk

Framwellgate Moor Parish Council is committed to protecting and respecting your privacy. This notice explains how we collect, use and protect personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### **Who we are:**

Framwellgate Moor Parish Council is the **Data Controller** for the personal data we process.

Contact details:

Clerk: Craig Eddon

Email: [clerk@framwellgatemoorparish.gov.uk](mailto:clerk@framwellgatemoorparish.gov.uk)

Telephone: 07572 004 256

### **What information we collect:**

We may collect and process personal data including:

- Names and contact details
- Correspondence (emails, letters)
- Information relating to complaints or enquiries
- Facility and services user records
- Staff and councillor information
- Photographs and event records

### **Why we collect this information:**

We use personal data to:

- Carry out statutory duties
- Respond to enquiries and correspondence
- Manage services and facilities
- Comply with legal obligations

### **Lawful basis for processing:**

We process personal data under the following lawful basis:

- Public task, to carry out our role as a parish council.
- Legal obligation, where required by the law.
- Consent, where appropriate.

### **How we store your information:**

We store data securely:

- Electronically (password-protected systems)
- In paper form (secure storage)

### **How long we keep your information:**

We retain personal data only as long as necessary, in line with our **Data Retention Policy**.

## **Your rights:**

You have the right to:

- Request access to your data (Subject Access Request)
- Request correction to inaccurate data
- Request erasure (where applicable)
- Object to processing

## **Sharing your information:**

We may share information with:

- Local authorities
- Contractors
- Regulatory bodies

Where required to do so by law.

## **Contact and complaints:**

if you have any concerns, contact the clerk.

You also have the right to complain to the Information Commissioner's Office (ICO):  
<https://ico.org.uk/>