

Poulshot Parish Council – Privacy Notice

Introduction

Poulshot Parish Council is committed to protecting your privacy. This notice explains how we collect, use, and protect your personal data in accordance with the UK GDPR and the Data Protection Act 2018.

Who We Are

Poulshot Parish Council is the data controller for the personal data we collect.

Contact Details

Clerk to the Council

Email - parishcouncilclerk@poulshot.org

What Information We Collect

We may collect and process the following personal data:

Name

Address

Email address

Telephone number

Any other information you provide when contacting us

How We Use Your Information

We use your personal data to:

- Respond to enquiries and correspondence
- Provide information and services
- Process payments, invoices, and receipts
- Carry out our duties as a public authority

Lawful Basis for Processing

We process your personal data under one or more of the following lawful bases:

- Consent (Article 6(1)(a))
- Contract (Article 6(1)(b))
- Legal obligation (Article 6(1)(c))
- Public task (Article 6(1)(e)) – where processing is necessary for the performance of our official functions as a parish council

Data Sharing

We will only share your personal data when necessary and in accordance with the law. This may include sharing with:

- Other local authorities
- Regulatory bodies
- Service providers acting on our behalf

We do not sell your personal data.

Data Security

We take appropriate technical and organisational measures to protect your data against unauthorised access, loss, or misuse. Access to personal data is limited to those who need it for legitimate purposes.

Data Retention

We will only keep your personal data for as long as necessary for the purposes for which it was collected, in line with our records retention policy. After this period, your data will be securely deleted or destroyed.

Your Rights

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request erasure of your data
- Request restriction of processing
- Object to processing
- Request data portability (where applicable)

To exercise any of these rights, please contact us using the details above.

Automated Decision Making

Poulshot Parish Council does not use automated decision-making or profiling.

Complaints

If you are unhappy with how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://www.ico.org.uk>

Changes to This Notice

We may update this privacy notice from time to time. The latest version will always be available from the Parish Council.