

# Privacy Policy

## 1. Introduction

Winterbourne Parish Council is committed to protecting your personal data and being transparent about how we collect and use it. This Privacy Policy explains how we handle personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to anyone who interacts with the Council, including residents, suppliers, volunteers, contractors, and members of the public.

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## 2. What Is Personal Data?

Personal data is any information relating to an identifiable living individual. This may include, but is not limited to:

- Name
  - Address
  - Email address
  - Telephone number
  - Photographs
  - IP addresses
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## 3. Data Controller

Winterbourne Parish Council is the Data Controller for the personal data it processes.

**Contact details:**

Clerk to the Parish Council  
Winterbourne Parish Council  
The Greenfield Centre  
Park Avenue, BS36 1QF

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## 4. How We Collect Personal Data

We collect personal data when you:

- Contact the Council by email, phone, letter, or via the website
  - Attend meetings or events
  - Use Council facilities or services
  - Submit forms or correspondence
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## 5. Why We Process Your Data (Lawful Basis)

We only process personal data where we have a lawful basis under Article 6 of the UK GDPR. These include:

- **Consent** – where you have given clear permission
  - **Legal obligation** – where processing is required by law
  - **Public task** – where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
  - **Contract** – where processing is necessary for a contract with you
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## 6. What Data We Hold and How We Use It

When you contact us, we may hold:

- Your name and contact details
- Details of your enquiry or correspondence
- Information required to provide services or facilities

We only collect the minimum information necessary and use it solely for the purpose it was collected.

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## 7. Data Sharing

We do not sell personal data and do not share it with third parties unless:

- We are legally required to do so
- It is necessary to carry out our statutory duties
- You have given explicit consent

Any third parties we use are required to comply with data protection legislation.

## 8. Data Security and Retention

We take appropriate technical and organisational measures to protect personal data from unauthorised access, loss, alteration, or disclosure.

Personal data is retained only for as long as necessary and in accordance with our retention schedule. Once no longer required, it is securely deleted.

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## 9. Children's Data

We do not knowingly process personal data relating to children under the age of 13 without the consent of a parent or legal guardian.

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## 10. Your Rights

Under data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of your data (where applicable)
- Restrict processing
- Object to processing
- Data portability (where applicable)

Requests should be made in writing to the Clerk. We will respond within one month.

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## 11. Complaints

If you have concerns about how your data is handled, please contact the Parish Council in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

[www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

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## 12. Policy Review

This Privacy Policy is reviewed regularly and updated as necessary to ensure compliance with current legislation and best practice.

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<b>Author</b>	Sarah Lucy
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