

Weston Longville Parish Council

Privacy Statement

Weston Longville Parish Council is committed to protecting your personal data and handling it in a transparent and lawful manner. The Council is the data controller, and the Parish Clerk manages day-to-day data processing on its behalf.

How we use your information When you contact us, we may collect personal details such as your name, address, email address, telephone number or organisation. We use this information only to respond to enquiries, provide services, and communicate relevant information.

We do not sell your data or share it with third parties unless required to do so by law.

Legal basis for processing We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This includes where processing is necessary for:

- carrying out our public duties and responsibilities;
- complying with legal obligations;
- fulfilling a contract; or
- where you have given consent.

Data security and retention We take appropriate technical and organisational measures to protect your personal data from loss, misuse or unauthorised access.

We only keep your information for as long as necessary for the purpose it was collected, after which it is securely deleted.

Your rights You have the right to:

- request access to the personal data we hold about you;
- ask for your information to be corrected or updated;
- request deletion of your data where appropriate;
- object to how your data is being used. Requests should be made via the Parish Clerk.

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

Automated decision-making The Council does not carry out automated decision-making or profiling using personal data.

Complaints

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

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113.

Parish Clerk's contact details: clerk@westonlongville-pc.gov.uk or 07831 579695