

Heytesbury, Imber and Knook Parish Council

Privacy notice

Our contact details

Name: Parish Clerk

Phone number: 01985 217144

Email: clerk@heytesburyparish.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Your name and contact details such as address, email and phone number.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you contact us, we use the information so we can contact you and respond to you.
- Provide you information.
- You can access services we may provide.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. Please email clerk@heytesburyparish.co.uk or call 01985 217144 if you wish to remove your consent.

(b) We have a legal obligation.

(c) We need it to perform a public task.

How we store your personal information

Your information is securely stored.

In general, we keep personal data for one year. We may keep some records for longer. We aim to keep personal data only for as long as we need it.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - you have the right to ask us for copies of your personal information.

Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - you have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please email clerk@heytesburyparish.co.uk or call 01985 217144 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, or to make a complaint, please email clerk@heytesburyparish.co.uk or call 01985 217144.

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO helpline number: 0303 123 1113

ICO website: www.ico.org.uk

The privacy notice was approved at the meeting of Heytesbury Imber and Knook Parish Council on 25 April 2023.