

Wingfield Parish Council

PRIVACY NOTICE

Wingfield Parish Council Contact Details

Council Name:	Wingfield Parish Council
Council Address:	51 Tynning Road, Winsley, Wiltshire, BA15 2JN
Email Address:	clerk@wingfieldparishcouncil.gov.uk
Telephone numbers:	01225 865529 / 07841 024739
Website:	wingfieldparishcouncil.gov.uk

The Clerk of Wingfield Parish Council manages the Parish Council's data and oversees adherence to data protection principles on a day-to-day basis and is contactable via the details above.

The type of personal information we collect and what we use it for

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Parish Council's Right to Process Information

Under the UK General Data Protection Regulation, the lawful bases we rely on for processing the information we hold are:

- Processing is with consent of the data subject
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Wingfield Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. All Parish Council policies are available at: [LINK](#) or can be requested from the Clerk.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Wingfield Parish Council at any time.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Your Data Protection Rights

- **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

- **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. You can do this by contacting the Clerk.

- **Information Deletion**

If you wish Wingfield Parish Council to delete the information about you please contact the Clerk.

- **Restriction of Processing**

You have the right to object to the processing of your personal information in certain circumstances.

- **Objection to Processing**

If you believe that your data is not being processed for the purpose it has been collected for you have the right to object in certain circumstances. You can do this by contacting the Clerk.

- **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.

- **Rights Related to Automated Decision Making and Profiling**

Wingfield Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Summary

In accordance with the law, Wingfield Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you can complain to the Parish Council by contacting the Clerk.

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

ICO website: <https://www.ico.org.uk>

Helpline number: 0303 123 1113

Policy history

Description	Date	Minute Number
Adopted	20 September 2023	43
Last reviewed		