

# **Bickleigh Parish Council Privacy Notice**

Last updated: March 2025

## **Introduction**

Bickleigh Parish Council is committed to protecting your privacy and handling your personal information in a transparent and lawful manner.

This Privacy Notice explains how Bickleigh Parish Council collects, uses, stores, and protects personal data when you use the Parish Council website, contact the Council, attend meetings, submit enquiries, or interact with us in any other way.

Bickleigh Parish Council acts as the “data controller” for the personal information we collect and process.

## **Contact Details**

Bickleigh Parish Council  
Email: [parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)  
Telephone: 07832966859

If you have any questions about this Privacy Notice or how your information is handled, please contact the Parish Clerk using the details above.

## **What Information We Collect**

We may collect and process the following types of personal information:

- Name and title
- Postal address
- Email address
- Telephone number
- Information included in correspondence, enquiries, complaints, or consultation responses
- Information submitted through website forms
- Meeting attendance details where relevant
- Technical information such as IP address, browser type, and website usage data

We only collect personal information that is necessary for Council purposes.

## **How We Use Your Information**

We may use your personal information to:

- Respond to enquiries and correspondence
- Deliver Parish Council services and activities
- Process complaints or requests
- Administer consultations, surveys, and community engagement activities
- Manage meetings, agendas, and minutes
- Maintain financial and administrative records
- Comply with legal obligations
- Improve the performance and security of the website

We will only use your information where we have a lawful basis to do so under UK data protection law.

### **Lawful Bases for Processing**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on may include:

- Compliance with a legal obligation
- Performance of a task carried out in the public interest or in the exercise of official authority
- Consent, where required
- Legitimate interests, where applicable and balanced against your rights

### **Website Usage and Cookies**

The Parish Council website may use cookies and similar technologies to improve functionality and understand how visitors use the site.

Cookies are small text files stored on your device. Some cookies are essential for the operation of the website, while others help us improve website performance.

You can control or disable cookies through your browser settings.

If the website uses analytics services such as Google Analytics, anonymised usage information may be collected to help improve the website.

### **Sharing Your Information**

We will not sell your personal information.

We may share information where necessary with:

- Council staff, councillors, or authorised contractors
- Government bodies or regulatory authorities
- Professional advisers or auditors
- Service providers who support the operation of the website or Council services
- Law enforcement agencies where required by law

Where third parties process data on our behalf, we ensure appropriate safeguards and contractual protections are in place.

#### How We Store and Protect Information

We take reasonable technical and organisational measures to protect personal information against unauthorised access, loss, misuse, or disclosure.

Information may be stored electronically or in paper records and will only be retained for as long as necessary in accordance with legal and operational requirements.

#### **Retention of Data**

The Parish Council retains records in accordance with legal requirements and recognised local government retention guidelines.

When personal information is no longer required, it will be securely deleted or destroyed.

#### **Your Rights**

Under UK data protection law, you have rights including:

- The right to be informed about how your data is used
- The right to access personal information we hold about you
- The right to request correction of inaccurate information
- The right to request deletion of information in certain circumstances
- The right to restrict processing in certain circumstances
- The right to object to processing in certain circumstances
- The right to data portability where applicable
- Rights relating to automated decision-making and profiling

If you wish to exercise any of these rights, please contact the Parish Clerk.

#### Complaints

If you are unhappy with how your personal information has been handled, please contact the Parish Council in the first instance.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

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

Telephone: 0303 123 1113

Website: <https://www.ico.org.uk>

### **External Links**

The Parish Council website may contain links to external websites. We are not responsible for the privacy practices or content of external sites.

Users should read the privacy policies of any external websites they visit.

### **Changes to This Privacy Notice**

We may update this Privacy Notice from time to time to reflect changes in legal requirements or Council practices.

The latest version will always be published on the Parish Council website.