



### **Our contact details**

The Clerk  
Pucklechurch Parish Council  
c/o 25 Parkfield Rank  
Pucklechurch  
Bristol BS16 9NR

Phone Number: 07525 842 095

E-mail: [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)

This privacy notice is to aid transparency between Pucklechurch Parish Council and those who interact with the council with regards to how we use your data and what your rights are regarding the data.

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

### **2. The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers and characteristics (eg name and contact details).
- Email addresses of those who interact with the council.
- Financial data of those who use council services and of contractors providing services for the council.
- Employee details.
- We may collect special category data as part of our employment records.

### **3. How we get your personal information and why we collect it**

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

- Because you are a user of council services and it allows us to deliver a contractual service to you.
- Because you contribute to the parish newsletter.
- Because you are providing a service to the council and it allows us to fulfil a contractual contract.



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- you wish the council to make representation on your behalf.

We will use the information that you have given to us to provide the services that you have requested of us.

#### **4. What is the legal basis for processing your personal data?**

Under the General Data Protection Regulation (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. You can do this by contacting the Clerk by phone 07525 842 095 or email [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

#### **5. Sharing your personal data**

Your personal data may be shared with members of the Parish Council, our employees, Ward Councillors and/or professional advisers and third party providers who provide services to us or for purposes connected to the Council.

#### **6. How we store your personal information**

Your information is securely stored in cloud-based applications via the Local Council Community Cloud from Microshade VSM. Data held in the UK in a secure data centre.

We keep financial and employee data for six years. We keep emails and correspondence you send us/we send you for no more than 2 years unless a longer period is necessary to fulfil the purpose outlined in this privacy notice

When the personal data is no longer needed, we will then dispose this information by deleting electronic data or disposing of paper records by shredding and/or secure disposal.

#### **7. 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.



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- 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 contact us at [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk) or telephone 07525 842 095 if you wish to make a request.

#### **8. How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us. Our contact details are:

Pucklechurch Parish Council  
c/o 25 Parkfield Rank  
Pucklechurch  
Bristol BS16 9NR

Phone Number: 07525 842 095

E-mail: [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

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

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