

Williton Parish Council

Privacy Notice

Why do we need your personal information?

Williton Parish Council represents the parishioners of Williton. The council is a public authority and has certain powers and obligations. When exercising these legal powers or duties it is sometimes necessary to process personal information about residents, people using the Council's services, suppliers, professional advisers, consultants and other individuals who come into contact with the Council.

Examples of personal information the Council may process to perform its tasks include names, titles and contact details such as telephone numbers, addresses, and email addresses as well as images of those attending Council meetings or events.

We may process personal information if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be grants and payments for goods and services supplied to the Council or where you book the rooms at the Parish Office.

Sometimes the use of your personal information requires your consent, or we process it at your request. An example of this would be where we contact you to respond to questions, queries or requests for help or where we record a meeting you attend.

This Privacy Notice sets out your rights and the Council's obligations to you.

Who do we share your information with?

Williton Parish Council will treat your information as confidential. Occasionally, the Council may share your personal information with other organisations that provide professional services to us. Examples include legal advice, accountancy services and consultancy services, local authorities or not for profit bodies with which we are carrying out joint ventures or IT support firms.

These third parties have an obligation to put in place appropriate security measures.

How long do we keep your information?

We will keep some records permanently if we are legally required to do so, but in general, we will endeavour to keep information only for as long as we need it. This means that we will delete it when it is no longer needed.

We may keep some other records for an extended period of time. For example, we keep financial records for a minimum period of 6 years as per the Records Retention Policyⁱ.

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority.

The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims).

How can I stay in control of my information?

You have the right to ask for a copy of the information we hold about you and this will usually be provided free of charge. For your security, we will take reasonable steps to confirm your identity before providing you with any data we may hold about you. Once we have received your request, we will respond within one month.

If the information we hold on you is out of date, incomplete or incorrect, you can inform us and your information will be updated.

In certain circumstances you can ask us to stop using or holding your information or ask us to restrict our use of the information. If we can delete your information we will – but sometimes we must maintain records for legal reasons. If we cannot comply with your request, then we will contact you and explain why.

Where is my information stored?

Williton Parish Council is based in the United Kingdom. However, sometimes the information that we collect from you may be stored outside of the UK, an example of this is where we use cloud-based storage solutions. If your personal information is processed outside of the UK, we will ensure that appropriate action is taken to keep it safe.

Not happy with something?

If you have any queries about this privacy notice or your personal information, you can get in touch with the Clerk to the Parish Council and they can help you.

Clerk,
Williton Parish Council
2 Killick Way,
Williton,
Taunton
Somerset, TA4 4PY

Telephone on 01984 633979 or email clerk@willitonnpc.org.uk

You also have the right to complain to the Information Commissioner – which you can do by using the details below.

www.ico.org.uk/global/contact-us

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

Policy reviewed and re-adopted by Williton Parish Council on 5th August 2024

Signed (Chairman)

ⁱ A copy of the Record Retention Policy is available on the website www.willitonparishcouncil.org or a copy can be requested from the office.