

Privacy Notice

Who we are

Weston-in-Gordano Parish Council is the *Controller* of the personal data you provide to us. If you have any questions about how your data is used or wish to exercise your rights, please contact the Parish Clerk at: clerk@wig-pc.gov.uk

We only collect basic personal information such as your name, address, email address, and telephone number. We do not collect special category data.

Why we collect your data

We collect and use personal data so we can carry out the lawful functions of the Parish Council and provide services to residents. We will not collect or keep more information than we need to fulfil these purposes.

Our lawful bases for processing include:

- Public task – to carry out our statutory duties and serve the local community
- Legal obligation – to meet our legal and audit requirements
- Contract – to deliver services or manage agreements
- Consent – for optional communications such as newsletters or photographs

How we use and share your data

All personal data is processed by the Parish Council's officers for Council business. Your information is stored securely on servers within the United Kingdom.

We do not share personal data with third parties unless required or permitted by law. This may include sharing with:

- North Somerset Council (for planning or highways matters)
- Auditors, insurers, or legal advisors
- Contractors working on behalf of the Council

We have policies and technical measures in place to ensure your data is handled securely and in accordance with data protection law.

How long we keep your data

We only keep personal data for as long as necessary to fulfil the purpose for which it was collected, in line with our Records Management and Retention Policy.

For example, financial records are kept for at least six years to comply with tax and audit requirements, after which they are securely destroyed.

Communications and subscriptions

If you contact us by email, post, or phone, we will use the details you provide to respond to your enquiry.

Your rights

You have the right to:

- request access to the data we hold about you,
- ask for incorrect information to be corrected,
- request deletion of your data (where appropriate),
- restrict or object to how we process your data, and
- lodge a complaint with the **Information Commissioner's Office** if you believe your data has been mishandled.

To exercise any of these rights, please contact the Clerk using the details above.

If you are not satisfied with our response, you can contact the **ICO** directly at <https://ico.org.uk/>.