

# Privacy Notice

## Policy Review

Name: Di Hughes	Date ratified: 09.02.2026.
Role: Operations Manager/Clerk	Minute reference: Agenda Item 10 Proposed by: JS Seconded by: MP All in favour
Signature: 	Date of next review: February 2027

### 1. What information we hold

1.1 We collect and process personal information including personal identifiers, contact details and characteristics (for example, name and contact details).

### 2. How we obtain your information and why we use it

2.1 Most of the personal information we process is provided directly by you for one or more of the following purposes:

- a) To enable us to contact you, respond to your correspondence and provide information
- b) To issue invoices and receipts relating to your hire agreement.
- c) To enable us to contact you, respond to your correspondence, and retain information relating to your time in office with the Council. The Council asks that you provide a dedicated email address for conducting Council business.

2.2 Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You may withdraw your consent at any time by contacting [enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)
- b) Compliance with a legal obligation.
- c) Performance of a task carried out in the public interest or in the exercise of official authority.

### 3. How we use your information

3.1 We use the information you provide to contact you, respond to your correspondence or complaints, and supply relevant information.

3.2 We use your information to issue invoices and receipts relating to your hire agreement, where applicable.

3.3 We will only contact you in relation to the matter for which you provided your information.

3.4 Your personal information will not be shared with, or provided to, any third party.

#### **4. How we store your information**

4.1 Theale Parish Council has a duty to ensure the security of personal data. We take appropriate technical and organisational measures to protect your information from unauthorised access, loss, alteration, destruction, or disclosure. Copies of relevant policies are available on request.

4.2 We will only retain your personal data for as long as necessary for the purpose for which it was collected, after which it will be securely deleted. You may request the deletion of your personal data held by Theale Parish Council at any time, subject to legal requirements.

#### **5. Your data protection rights**

5.1 Under data protection law, you have the following rights:

- a) Right of access – to request copies of your personal information.
- b) Right to rectification – to request correction of inaccurate or incomplete information.
- c) Right to erasure – to request deletion of your personal information in certain circumstances.
- d) Right to restrict processing – to request restriction of processing in certain circumstances.
- e) Right to object – to object to the processing of your personal data in certain circumstances.
- f) Right to data portability – to request that we transfer the information you provided to another organisation or to you, where applicable.

5.2 You are not required to pay a fee to exercise your rights. We have one month to respond to a valid request.

5.3 To exercise any of your rights, please contact [enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)

#### **6. How to complain**

6.1 If you are unhappy with how we have used your personal data, you may complain to the Information Commissioner's Office (ICO):

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

Helpline: 0303 123 111