

Cutcombe Parish Council
Information Privacy Notice
Adopted 21/10/2025 Minute Item 25/122 iv)

This privacy notice is to aid transparency between Cutcombe 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. 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 (e.g. 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.
- Employees 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 are providing a service to the council, and it allows us to fulfil a contractual contract.
- You with the council to make a representation on your behalf.

We will use the information that you have given us to provide 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 can remove your consent at any time. You can do this by contacting the Clerk by phone 07919001801 or email cutcombeclerk@gmail.com.
- 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, Somerset Councillors and/or professional advisers and third-party providers who provide services to us or for the purposes connected to the Council.

6. How we store your personal information.

Electronic records are stored on a password protected computer held by the Parish Clerk. The password is changed regularly. The computer has anti-virus and firewall software installed and is regularly backed up. Parish Councillors hold contact details of individuals in touch with them. All Councillors computers are advised to be password and virus protected. Paper records are stored at the Clerk's home address.

We keep financial and employee data for six years. We keep emails and correspondence you send us/we send you for no more than two 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 dispose of 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.
- Your right to erasure – You have the right 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 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 cutcombeclerk@gmail.com or telephone 07919001801 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:

Cutcombe Parish Council
Dinglefield
Cowbridge
Timberscombe
TA24 7TD

E-mail – cutcombeclerk@gmail.com

Tel: 07919001801

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>