



# WHITTINGHAM, CALLALY & ALNHAM PARISH COUNCIL

## General Privacy Notice

---

### 1. Introduction

Whittingham, Callaly and Alnham (WCA) Parish Council is committed to protecting your personal data and respecting your privacy. This notice explains what personal data we collect, why we collect it, and how we handle it.

### 2. Who We Are

WCA Parish Council is the data controller. You can contact the Clerk by email at [whittinghampc29@gmail.com](mailto:whittinghampc29@gmail.com) or by post at the address on our website.

### 3. What Personal Data We Collect

We may collect and process the following personal data:

- Name, address, email address, telephone number
- Bank details (for suppliers/grant recipients)
- Photographs (e.g. from public events)
- Any other information provided by individuals in correspondence or forms

### 4. Why We Collect Your Data

We collect your data to:

- Deliver council services and carry out our statutory duties
- Manage finances, including payments and grants
- Communicate with residents and stakeholders
- Administer meetings and events
- Fulfil legal or regulatory obligations

### 5. Lawful Basis for Processing

We process your data under one or more of the following lawful bases:



# WHITTINGHAM, CALLALY & ALNHAM PARISH COUNCIL

- Legal obligation
- Public task
- Contract
- Consent (for non-statutory communications)

## **6. Sharing Your Data**

We do not sell your data. We may share it with:

- Councillors and employees of the council (as necessary)
- Service providers and contractors
- Regulatory bodies or public authorities (when legally required)

## **7. How Long We Keep Your Data**

We retain personal data only as long as necessary. Our Retention and Disposal Schedule outlines specific timeframes.

## **8. Your Rights**

You have the right to:

- Access your personal data
- Request correction or deletion
- Object to processing
- Request restriction of processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

## **9. Security**

We have measures in place to protect your data, including secure systems, password protection, and limited access to records.



# WHITTINGHAM, CALLALY & ALNHAM PARISH COUNCIL

## **10. Cookies and Website**

If our website uses cookies, a separate Cookie Notice will explain this. We do not track users.

## **11. Contact Us**

If you have questions about how we use your data, please contact the Clerk.

## **Adoption**

Adopted by WCA Parish Council on: *DATE AND MINUTE REFERENCE*