

# CHEARSLEY PARISH COUNCIL: PRIVACY POLICY

## Introduction

Chearsley Parish Council is committed to protecting your privacy and handling your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, store and protect personal information when you contact us, use our services, attend meetings, participate in consultations, subscribe to communications, or otherwise interact with the Council.

## Data Controller

Chearsley Parish Council is the Data Controller for the personal information it processes.

Contact details:

Parish Clerk  
Chearsley Parish Council  
Email: [clerk@chearsley-pc.gov.uk](mailto:clerk@chearsley-pc.gov.uk)

If you have any questions about this Privacy Notice or how your personal information is handled, please contact the Parish Clerk.

## Information We Collect

We may collect and process the following types of personal information:

- Name
- Postal address
- Email address
- Telephone number
- Organisation or business details (where relevant)
- Correspondence and enquiries submitted to the Council
- Information provided during consultations, surveys, complaints or requests
- Information relating to attendance at Council meetings, events or activities
- Website contact form submissions
- Newsletter subscription details

We will only collect personal information that is necessary for the purposes outlined in this Privacy Notice.

## How We Use Your Information

We use personal information to:

- Respond to enquiries, requests and correspondence
- Deliver Council services and activities
- Manage consultations and community engagement
- Administer meetings, events and facilities
- Consider planning and local government matters
- Maintain statutory records
- Comply with legal and regulatory obligations
- Send newsletters and updates where you have requested them
- Protect the Council's legal interests where necessary

## **Lawful Basis for Processing**

Under UK GDPR, the Council processes personal information under one or more of the following lawful bases:

### Article 6(1)(a) – Consent

Where you have given clear consent for us to process your personal information for a specific purpose, such as receiving newsletters.

### Article 6(1)(c) – Legal Obligation

Where processing is necessary to comply with a legal requirement.

### Article 6(1)(e) – Public Task

Where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Where consent is relied upon, you may withdraw your consent at any time.

## **Sharing Information**

We will only share personal information where necessary and lawful.

Your information may be shared with:

- Buckinghamshire Council
- Government departments and public authorities
- Regulatory bodies
- Law enforcement agencies where legally required
- Professional advisers acting on behalf of the Council
- Contractors or service providers supporting Council functions

We do not sell personal information and we do not share personal information for marketing purposes.

## **Data Security**

The Council takes appropriate technical and organisational measures to safeguard personal information against unauthorised access, loss, misuse, disclosure, alteration or destruction.

Access to personal information is restricted to those who require it for legitimate Council purposes.

## **Data Retention**

Personal information is retained only for as long as necessary to fulfil the purpose for which it was collected and to comply with legal, accounting and regulatory requirements.

The Council retains records in accordance with its Retention and Disposal Policy and recognised local government retention guidelines.

When information is no longer required, it will be securely deleted or destroyed.

## **Children's Information**

The Council takes particular care when processing personal information relating to children and young people.

Where required by law, parental or guardian consent will be obtained before processing personal information relating to a child.

## **Your Rights**

Under UK GDPR, you have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or incomplete information
- Request erasure of personal information where appropriate
- Request restriction of processing in certain circumstances
- Object to processing carried out under public task or legitimate interests
- Request transfer of personal data in certain circumstances (data portability)
- Withdraw consent where processing is based on consent
- Not be subject to decisions based solely on automated processing

The Council does not use automated decision-making or profiling.

Requests relating to your rights should be submitted to the Parish Clerk. We will normally respond within one month.

## **Website and Cookies**

The Council's website may use cookies and website analytics to help improve website functionality and user experience.

Where cookies are used, information will be processed in accordance with applicable data protection legislation and the website's Cookie Policy.

## **Complaints**

If you are concerned about how your personal information has been handled, please contact the Parish Clerk in the first instance:

Email: [clerk@chearsley-pc.gov.uk](mailto:clerk@chearsley-pc.gov.uk)

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

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

Telephone: 0303 123 1113

Website: [<https://ico.org.uk>](<https://ico.org.uk>)

### **Changes to this Privacy Notice**

The Council may update this Privacy Notice from time to time to reflect changes in legislation, guidance or Council practices.

The latest version will always be available on the Council's website.

Approved by Chearsley Parish Council  
June 2026