



Winterborne St Martin Parish Council – Privacy Notice

Adopted: _27 July 2026_

Next Review: __May 2027

1. Introduction

This Privacy Notice explains how Winterborne St Martin Parish Council (“the Council”) collects, uses and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council is the Data Controller for all personal data it processes.

2. The Data We Collect

The Council may collect and process the following categories of personal data:

- Contact details (name, address, telephone number, email)
- Correspondence with the Council
- Information submitted in relation to Council consultations, planning matters or public participation
- Allotment tenancy information (if applicable)
- Employment, payroll and HR information
- Supplier and contractor information
- Website usage data and analytics
- Any other information provided to the Council in the course of its statutory functions

The Council does not operate CCTV.

3. Lawful Bases for Processing

The Council processes personal data under one or more of the following lawful bases:

- Public Task: Processing necessary for the Council to perform its statutory functions
- Legal Obligation: Compliance with legislation (e.g., financial regulations, employment law)
- Contract: Where processing is necessary for a contract with an individual
- Consent: Where the individual has given clear permission
- Vital Interests: To protect someone's life
- Legitimate Interests: Only where appropriate and not overriding individuals' rights

4. How We Use Your Personal Data

We use personal data to:

- Respond to enquiries and correspondence
- Deliver statutory Council services
- Manage contracts, suppliers and finances
- Administer allotments (if applicable)
- Maintain Council records
- Publish agendas, minutes and supporting papers (redacting personal data where appropriate)
- Manage employment and payroll

- Maintain and improve the Council website

We will only use your personal data for the purpose for which it was collected, unless required by law.

5. Sharing Your Data

The Council will not sell your personal data.

We may share your data with:

Third-party processors providing services to the Council, such as:

- Website hosting provider
 - Cloud-based email and storage services
 - Payroll provider
 - Scribe Accounts
 - IT support contractors
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- Other public authorities where required for statutory purposes
 - Organisations where disclosure is required by law (e.g., auditors, HMRC)

All processors operate under written agreements and must comply with UK GDPR.

6. International Transfers

Some cloud-based services used by the Council may store data outside the UK.

Where this occurs, the Council ensures appropriate safeguards are in place, such as adequacy regulations or standard contractual clauses.

7. Data Retention

The Council retains personal data only for as long as necessary and in accordance with its Document Retention Schedule.

Examples include:

- Minutes and agendas – permanent
- Financial records – minimum 6 years
- Correspondence – typically 1–3 years
- Allotment records – duration of tenancy + 6 years
- Employment records – statutory periods

8. Your Rights

Under UK GDPR, you have the right to:

- Be informed about how your data is used
- Access your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Request restriction of processing
- Object to processing
- Request data portability (where applicable)
- Not be subject to automated decision-making

Requests should be made to the Parish Clerk. The Council will respond within one month.

9. Cookies and Website Analytics

The Council website may use cookies to support functionality and collect anonymous usage statistics.

You can set your browser to refuse cookies. Some website features may not function without them.

If analytics tools (e.g., Google Analytics or WordPress statistics) are used, they collect anonymous data to help improve the website.

10. Security of Your Data

The Council takes appropriate technical and organisational measures to protect personal data, including:

- Password-protected devices
- Secure cloud storage
- Locked physical storage
- Restricted access
- Regular backups
- Secure disposal of data

11. Complaints

If you have concerns about how your data is handled, please contact the Parish Clerk.

You also have the right to complain to the Information Commissioner's Office (ICO):

www.ico.org.uk

Telephone: 0303 123 1113

12. Contact Details

Parish Clerk

All Policies & Procedures can be found here, [Policies & Procedures - Winterborne St Martin Parish Council - Winterborne St Martin Parish Council, Martinstown, Dorchester](#)

Winterborne St Martin Parish Council

Contact details are published on the Council website.

13. Review of This Notice

This Privacy Notice will be reviewed annually or sooner if required by changes in legislation or Council practice.