

# Coates Parish Council Privacy Policy

## Our contact details

Name: Coates Parish Council

Address: 4 Rendcomb Drive, Cirencester, Glos. GL7 1YN

Phone Number: 01285 – 641 375

E-mail: [clerk@coatesparish.org.uk](mailto:clerk@coatesparish.org.uk)

Effective from: 25 July 2022

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- The content of letters and other communication sent to the Parish Council by Parishioners and other interested organisations, which may contain personal information.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have contacted Coates Parish Council (for example you have written a letter to the council)

We also receive personal information indirectly, from the following sources in the following scenario:

- Cotswold District Council sends Coates Parish Counsellors a copy of the up-to-date electoral role, when a counsellor requests one.

Coates Parish Council  
Privacy Policy  
dated 25 July 23

We use the information that you have given us in order to carry out our normal duties as a Parish Council and for no other reason.

We do not share this information with any other organisations or individuals. If we need to share this information with any other organisations or individuals in the course of our normal Parish Council duties, we will seek your approval before doing so. You may decline to provide that approval; in which case we will not share your personal information.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for collecting, holding and, if relevant processing, this information are:

**(a) Your consent.** If you send your personal information to us, you are providing consent for us to receive and to hold it. We will not process or use it without obtaining your explicit permission to do so. You are able to remove your consent at any time. You can do this by contacting the Clerk of the Coates Parish Council, using the contact details on the first page of this document.

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task** (as a Civic Local Authority, most of Coates Parish Councils work falls into this area).

**(f) We have a legitimate interest.**

## How we store your personal information

Your information is securely stored.

We normally keep personal information for 3 years, unless there is a requirement to keep it for longer, in which case we will notify you of that requirement. We will then dispose your information by deletion of digital records or destruction of physical records.

## 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 ask us 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 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 [clerk@coatesparish.org.uk](mailto:clerk@coatesparish.org.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [clerk@coatesparish.org.uk](mailto:clerk@coatesparish.org.uk).

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>