



Buckhorn Weston and Kington Magna Parish Council

Durfold Cottage, Church Hill, Buckhorn Weston, Dorset, SP8 5HS, Tel: 07787 784009

Email: clerk@buckhornwestonkingtonmagna-pc.gov.uk

www.buckhornwestonkingtonmagna-pc.gov.uk

Privacy Policy

1. Introduction

This Privacy Policy explains how the Parish Council collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Council is committed to handling personal information lawfully, fairly, and transparently.

The Parish Council is the **Data Controller**, responsible for deciding how and why personal data is processed.

2. What Personal Data We Collect

The Council may collect and process the following types of personal information:

- Names, addresses, email addresses, and telephone numbers
- Information relating to enquiries, complaints, or service requests
- Details provided in relation to planning applications or consultations
- Information required for employment, contracts, or volunteer roles
- Financial information for payments or grants
- CCTV images (if applicable)
- Any other information you choose to provide when contacting the Council

3. How We Collect Personal Data

We collect data through:

- Emails, letters, phone calls, and online contact forms
- Attendance at council meetings or events
- Applications for grants, allotments, or other council services
- Statutory processes such as planning consultations
- Contracts and employment documentation
- CCTV systems (if used)

4. Why We Process Personal Data

We process personal data to carry out our lawful functions, including:

- Responding to enquiries and service requests
- Managing council services and facilities
- Maintaining statutory records
- Administering finances, contracts, and payments
- Communicating council decisions, notices, and updates

- Ensuring the safety and security of council property
- Complying with legal obligations

Our lawful bases for processing include **public task, legal obligation, contract, consent**, and **legitimate interests**, depending on the context.

5. Sharing Your Information

We only share personal data when necessary and lawful. This may include sharing with:

- District or county councils
- Government bodies and regulatory authorities
- Contractors or service providers working on behalf of the Council
- Law enforcement agencies (where required)
- Members of the public, when information is part of the public record (e.g., minutes, planning comments)

We do not sell personal data.

6. How Long We Keep Your Data

We retain personal data only for as long as necessary to fulfil the purpose it was collected for, in line with statutory requirements and our retention schedule. When data is no longer needed, it is securely deleted or destroyed.

7. How We Protect Your Data

We take appropriate technical and organisational measures to safeguard personal information, including secure storage, restricted access, and data protection training for councillors and staff.

8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate information
- Request deletion of your data (in certain circumstances)
- Object to or restrict processing
- Withdraw consent (where consent is the lawful basis)
- Request data portability (where applicable)
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To exercise your rights, please contact the Parish Clerk using the details below.

9. Contact Details

Data Controller: Buckhorn Weston & Kington Magna Parish Council

Contact: Parish Clerk

Email: clerk@buckhornwestonkingtonmagna-pc.gov.uk

Address: Durfold Cottage, Church Hill, Buckhorn Weston, SP8 5HS

Telephone: 07787 784009

10. Complaints

If you have concerns about how your data is handled, you can contact the Parish Council directly. You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**.