

Bathampton Privacy Policy

Our contact details:

Name: Bathampton Parish Council

Address: www.bathamptonparishcouncil.org.uk

E-mail: bathamptonparishclerk@gmail.com

The type of personal information we collect:

We currently collect and process the following information:

- Personal information such as name, address, email address, phone number, organisation, to enable Bathampton Parish Council to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your information will not be shared or provided to any other third party.

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:

- Contacting the Parish Council.
- Renting a Parish Council allotment plot.
- Volunteering within the Parish
- Responding to Parish Council surveys

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting the Clerk – bathamptonparishclerk@gmail.com

(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.

(f) We have a legitimate interest.

How we store your personal information:

Your information is securely stored.

We keep your data and contact details for a short time as is necessary, after which time it will be deleted. We will then dispose of your information.

Data is protected from unauthorised access, loss, manipulation, unauthorised disclosure via appropriate technical measures.

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 the Clerk bathamtonparishclerk@gmail.com 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 the Clerk & Responsible Financial Officer of Bathampton Parish Council.

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>

Adopted: 20th July 2023, Minute 2023/106.

Reviewed: 17th April 2025. Minute 2025/058.

Date for review: April 2026.