

MEYSEY HAMPTON PARISH COUNCIL

Privacy Notices

1. General Privacy Notice (for website and enquiries)

Who we are

Meysey Hampton Parish Council is the Data Controller for the personal information you provide to us. Our contact details are:

Clerk to the Council, Joan Jenkins,

clerk@meyseyhamptonparishcouncil.gov.uk

What we collect

- Name, address, telephone number, email address
- Other personal details relevant to your enquiry

Why we collect your data

We need this information to respond to your enquiry and to carry out our functions as a local council.

Lawful basis

- **Public task** – to carry out our duties in the public interest
- **Legal obligation** – to comply with statutory requirements

Who we share your data with

We will not share your information with third parties without your consent, unless required by law.

How long we keep your data

We keep information only as long as necessary, in line with our Retention Schedule.

Your rights

You have the right to request access, rectification, erasure, or restriction of your data. You can also object to processing. If you are unhappy, you may complain to the Information Commissioner's Office (ICO).

2. Mailing List / Newsletter Privacy Notice

Why we collect your data

To send you our newsletter, updates, and service information.

What data we collect

- Name and email address

Lawful basis

- **Consent** – you have given us clear permission to contact you.

Who we share with

We do not share your details with third parties.

Retention

We keep your information until you unsubscribe, after which it is deleted immediately.

Your rights

You can withdraw consent at any time by contacting the Clerk or using the unsubscribe option.

3. Event Participation Privacy Notice

Why we collect your data

To manage participation in council events, ensure health and safety, and provide updates about the event.

What data we collect

- Name and contact details
- Emergency contact details (if relevant)

Lawful basis

- **Public task** – to run council events safely
- **Consent** – for emergency contacts or photos used in publicity

Who we share with

Data may be shared with emergency services if required during the event.

Retention

Event records are kept for 12 months unless required longer for insurance or accident reporting.

Your rights

You can withdraw consent at any time by contacting the clerk or using the unsubscribe option.

Disclaimer

In the absence of NALC model policies for all areas of core and recommended council governance, GAPTC has prepared this policy by studying a cross-section of parish and town council policies available online, identifying their strengths, common pitfalls, and where scope might need to be broadened to be fully effective. Drafting has been assisted by AI tools, and the content has not been assessed by a legal expert. Councils are strongly encouraged to tailor and customise this policy to suit their individual circumstances, activities, and risk profile, and to seek independent legal or professional advice where necessary.