

## **Bridgwater Without Parish Council Privacy Policy**

### **Our contact details**

Name: Mrs K Lang

Address: Whitecroft, Plum Lane, Dunwear, Bridgwater, TA6 5HL or Kingsdown Pavilion, Kings Drive, Bridgwater TA6 4FU

Phone Number: 07483 428268

E-mail: [clerk@bridgwaterwithout-pc.gov.uk](mailto:clerk@bridgwaterwithout-pc.gov.uk)

[kingsdownpavilion@bridgwaterwithout-pc.gov.uk](mailto:kingsdownpavilion@bridgwaterwithout-pc.gov.uk)

### **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)
- Images from CCTV

### **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:

- Making enquiries relating to parish matters.
- Making enquiries relating to bookings for the pavilion and associated pitches.
- We use the information that you have given us to make a response.

We also receive personal information indirectly from the following sources:

- The capture of images using CCTV cameras.

CCTV cameras are used for crime prevention see GDPR article 10.

We may if requested share this information with law enforcement agencies.

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 [clerk@bridgwaterwithout-pc.gov.uk](mailto:clerk@bridgwaterwithout-pc.gov.uk) or [kingsdownpavilion@bridgwaterwithout-pc.gov.uk](mailto:kingsdownpavilion@bridgwaterwithout-pc.gov.uk) or 07483 428268
- (b) We have a legitimate interest as we would not be able to respond to enquiries or bookings without the data.

### **How we store your personal information**

Your information is securely stored on a password protected database.

We keep booking information electronically for 6 years for accounts purposes. This data is held securely using a third-party Scribe Accounts who are processors under GDPR legislation. After this period your data will be deleted and not recoverable, any paper copies are not retained once the information has been transferred to the database.

All parish council enquiries will be held for the duration of the enquiry, if the information is discussed at a meeting identifying information is withheld where possible and not placed in the minutes whether the individual is present at the meeting or not. All emails and paper held information is securely deleted/destroyed within a month of the conclusion of the enquiry unless permission is given for the retention.

All CCTV images held securely within the council's own CCTV system for a period of 28 days. These are overwritten; the system does not have the capacity to hold files that have been overwritten.

### **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 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 [kingsdownpavilion@bridgwaterwithout-pc.gov.uk](mailto:kingsdownpavilion@bridgwaterwithout-pc.gov.uk) or 07483 428268 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@bridgwaterwithout-pc.gov.uk](mailto:clerk@bridgwaterwithout-pc.gov.uk) or [kingsdownpavilion@bridgwaterwithout-pc.gov.uk](mailto:kingsdownpavilion@bridgwaterwithout-pc.gov.uk) or 07483 428268.

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>

