

## Privacy Notices

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### 1. General Privacy Notice (for website and enquiries)

#### Who we are

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

Clerk to the Council, [clerk@somerfordkeynes-pc.gov.uk](mailto:clerk@somerfordkeynes-pc.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).

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### 2. Mailing List / Newsletter Privacy Notice

#### Why we collect your data

To send you 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.

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## 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.

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### Notes for Clerks

- Put the Privacy Notice text at the bottom of forms (application forms, booking forms, sign-up forms).
  - Make sure to include contact details and the ICO information.
  - Keep notices short, service-specific, and in plain English.
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This way, every time a council collects data, the legal requirement under **UK GDPR Articles 13–14** is met, and clerks can demonstrate compliance easily.

**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.