

Benwick Parish Council - Email Contact Privacy Notice

Adopted at Council Meeting 02/06/25 (minute ref: 046/25-26 a)



1. Purpose

This notice explains how we handle your personal data when you contact Benwick Parish Council.

2. What We Collect

We may collect:

- Your name
- Address
- Email address
- Phone number
- Organisation (if applicable)

3. Why We Use Your Data

We only use your data to:

- Respond to your enquiries
- Provide services or information
- Comply with legal obligations

4. Lawful Basis

Our use of personal data is lawful under GDPR Article 6(1):

- (a) Consent
- (b) Legal obligation
- (e) Public task

5. How We Protect Your Data

We use appropriate security measures to protect your data from unauthorised access, loss, or misuse.

6. How Long We Keep Your Data

We keep your data only as long as necessary, then delete it securely. Data is kept in line with our data retention policy. You may request deletion at any time.

7. Your Rights

- Access: Ask to see your data
- Correction: Request corrections
- Deletion: Ask us to erase your data
- Objection: Object to our use of your data

8. Children

We do not process children's data (under 13) without consent from a parent or guardian.

9. Automated Decision Making

We do not use automated decisions or profiling.

10. Complaints

Contact: Parish Clerk – 07471344070, clerk@benwickparishcouncil.gov.uk

You may also contact the Information Commissioner's Office: casework@ico.org.uk / 0303 123 1113

Please see the Complaints policy for further information regarding making a complaint.