

BROADCLYST PARISH COUNCIL – PRIVACY POLICY

1. Who We Are

Broadclyst Parish Council is a public body serving the residents of Broadclyst (Parish). This statement explains how we handle your personal data.

2. Data We Collect

We may collect personal information in order to provide council services and communications, including:

- Names
- Contact details (email address, phone number, postal address)
- Information submitted via forms (e.g., enquiries, registrations)
- Records of correspondence and meetings

3. How We Use Your Data

We use personal data to:

- Respond to enquiries and service requests
- Send newsletters or updates (only where you have opted in)
- Manage council records and statutory duties
- Comply with legal obligations

4. Legal Basis for Processing

We process personal data where:

- You have given consent
- It is necessary for the performance of public tasks
- We have a legal obligation

5. Sharing Your Data

We will not sell your personal data. We may share data:

- With suppliers acting on behalf of the Council (e.g., website host)
- With statutory authorities where required by law

6. Data Storage and Security

We store data securely and retain it only for as long as required for business, legal or regulatory purposes. Appropriate technical and organisational measures are in place to guard against unauthorised access.

7. Your Rights

Under the UK GDPR you have the right to:

- Access your personal data
- Ask for correction or deletion
- Restrict or object to processing
- Withdraw consent

To exercise any of these rights, contact: office@broadclyst.org

8. Complaints

If you believe your rights have been breached you can complain to the **Information Commissioner's Office (ICO)**.

Published: 15th January 2026

Recommendation to retrospectively approve the Council's website Privacy Policy (last reviewed and published on 15.01.2026).