

# Witton Le Wear Parish Council

## Privacy Notice

### **1. Who we are and what we do**

Witton Le Wear Parish Council  
Church View  
High Etherley  
Bishop Auckland  
County Durham  
DL14 0HS

The role of Witton Le Wear Parish Council brings is to work on behalf of the residents to make improvements to the village wherever possible. Witton Le Wear Parish has 8 Parish Councillors.

The Parish Council Clerk can be contacted on 01388 609045 or by email at [alan@tadixon.co.uk](mailto:alan@tadixon.co.uk)

### **2. What type of personal information do we collect and how do we collect it?**

What type of Personal Data do we collect?

We may collect the following types of Personal Data:

- Your name, address, email address, telephone number and other contact information that allow us to correspond with you.

How we collect your Personal Data

We may collect your Personal Data in a number of ways, for example:

- When you contact us via social media
- By telephone, letter or email
- On attendance forms at monthly meetings

### **3. What is our power to obtain and use the personal data?**

Lawful Basis (Article 6)

1. the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
2. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

#### **4. What is your personal information used for?**

We use your personal data to identify you as having attended one of our meetings, to know who to send the Witton Word to and to correspond with you regarding any concerns or complaints you may have.

#### **5. Will your personal information be shared?**

Information may be shared with Parish Councillors A full list of current Witton Le Wear Parish Councillors and their contact details can be found at <http://wittonlewear.org.uk> or in the Witton Word.

#### **6. How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

#### **7. How long will we keep your personal information?**

How long we keep your personal information depends on what we used it for. A record of who attended a Parish Council meeting is a matter of public record and is recorded in the meeting of each meeting. These minutes are published on the Parish Council Website and in the Witton Word. If you have written to one of the Councillors then your details will only be kept for as long as it is necessary to resolve the issue you have raised.

#### **8. Is your personal information processed overseas?**

Your personal information is not processed outside the European Union.

#### **9. Marketing**

Although we do not carry out marketing as such we may email or post to you a copy of the Witton Word. Before sending you an electronic copy of the Witton Word you must give us consent.

#### **10. Access to your personal information**

- At any time you may review or update personally identifiable information that we hold about you.
- To obtain a copy of any information you may send us a request at [alan@tadixon.co.uk](mailto:alan@tadixon.co.uk)
- After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

## **1. 11. Removal of your information**

If you wish us to remove personally identifiable information, you may contact us at [alan@tadixon.co.uk](mailto:alan@tadixon.co.uk).

This may limit how we can correspond with you.

To learn more about these rights please contact the ICO website <https://ico.org.uk/>

If you have any questions regarding our privacy policy please contact us.