

Bawdsey Parish Council

Privacy Notice

What is a Privacy Notice?

A Privacy Notice sets out what information we hold about you, why we hold it, how we protect it while providing the service you have requested from us, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). By publishing this Notice, the Council clearly acknowledges its responsibilities under that legislation.

Bawdsey Parish Council considers the security of your personal data to be a high priority and will only use the information it holds about you for the purpose for which you supplied it, or as permitted by law.

What is personal data?

Personal data means any information about a living individual, known as the data subject, that allows them to be identified from that data. The data controller determines the purposes and means of processing personal data.

Bawdsey Parish Council is a data controller and is registered with the Information Commissioner's Office. The Council only holds low-level data about individuals, such as:

- Names, titles, aliases and photographs;
- Contact details such as telephone numbers, postal addresses and email addresses; and
- Where relevant to the services provided by the Council, or where you provide them to us, information such as gender, age, marital status, nationality, education or work history, academic or professional qualifications, family composition and dependants.

This information is usually obtained when you ask us for information, request a service, or wish to express your views on something taking place within the community. We will only collect and process the information we need.

Other data controllers the Council works with include:

- Local authorities
- HMRC

We may need to share the personal data we hold with these organisations so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above process your data jointly for the same purposes, then the Council and the other data controllers may be "joint data controllers", which means we are collectively responsible to you for your data. Where each of the parties listed above processes your data for its own independent purposes, each will be independently responsible to you. If you have any questions, wish to exercise any of your rights (see below), or wish to raise a complaint, you should do so directly with the relevant data controller.

The processing of personal data is governed by legislation relating to personal data that applies in the United Kingdom, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation relating to personal data and rights, such as the Human Rights Act.

We will only process information under the legislation where we have a proper reason to do so. These reasons can include:

- Where there is a legal obligation to do so;
- Where it is necessary to carry out a contract we have with you; or
- Where we have your consent.

What are our responsibilities in respect of the data?

UK GDPR requires us to ensure that personal data is:

- Processed lawfully, fairly and in a transparent manner;
- Collected for specified, clear and legitimate purposes;
- Adequate, relevant and limited to what is necessary;
- Accurate and kept up to date;
- Kept for no longer than necessary; and
- Processed securely.

All personal information provided by you is held securely and confidentially both in electronic and hard copy format.

How long do we hold personal data?

The legislation provides that personal data should only be retained while:

- Consent from the data subject is held;
- The data is necessary for the performance of a contract;
- There is a legal obligation to hold it;
- Holding the data is important to protect the interests of the data subject or another person;
- Holding the data is in the public interest; or
- The Council has a legitimate interest in holding it, except where such interest is overridden by the interests or rights of the data subject.

In practice, nearly all personal information supplied to Bawdsey Parish Council will be provided at the discretion of the data subject. Therefore, the right to withdraw consent will usually apply (see below).

What are your rights?

UK GDPR and the DPA 2018 include the following rights:

The right to be informed – the reason for this Privacy Notice.

The right to access personal data we hold about you

- At any point, you can contact us to request details of the personal data we hold about you, why we have it, who has access to it and where we obtained it from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request. However, additional requests for the same personal data, or requests that are manifestly unfounded or excessive, may be subject to an administrative fee.

The right to correct and update the personal data we hold about you

- If the data we hold about you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

- If you feel that we should no longer be using your personal data, or that we are using it unlawfully, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or explain why it cannot be deleted, for example because we need it to comply with a legal obligation.

The right to object to the processing of your personal data, or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know whether we are able to comply or whether we have a legal obligation to continue processing your data.

The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent at any time where consent was obtained for the processing of your data

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

The right to lodge a complaint with the Information Commissioner's Office

Email via Website: [ICO](#)

Telephone: 0303 123 1113

Textphone: 18001 0303 123 1113

Monday to Friday, 9am to 5pm

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

If you have a request, please contact clerk@bawdsey-pc.gov.uk. You will be required to provide proof of identity.

How do we use the data?

Data supplied by you helps the Council make decisions about the facilities it provides for the community and assists the Council in feeding back local opinion to other parts of local and central government, for example in relation to planning and development matters. It also enables us to answer and respond positively to your questions and concerns. If you choose not to supply data, it may delay or prevent us from fulfilling our role of representing the community of Bawdsey.

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Privacy Notice amendments

We may update this Privacy Notice from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

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Related Documents

[Data Protection and Information Management Policy](#)

[Subject Access Requests](#)