



Wistow Parish Council Privacy Policy

1. Introduction

Wistow Parish Council (“the Council”) is committed to protecting your privacy and ensuring your personal information is handled in a safe and responsible manner. This policy explains how we collect, use, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Please also refer to our data map for more information on how we process information.

2. Who We Are

Data Controller: Wistow Parish Council

Contact Details:

Clerk to the Council

Email: parishclerk@wistowcambsparishcouncil.gov.uk

Telephone: 07401733813

3. What Information We Collect

The Council may collect and process the following types of personal information:

- Name, address, and contact details (email, phone number)
- Information relating to correspondence, complaints, or enquiries
- Data necessary for managing council business, such as contracts, employment, or community projects
- Financial details (where applicable, e.g., payment of grants, salaries, or invoices)
- Information provided when applying for roles, tenders, or volunteering with the Council

4. How We Collect Information

We collect personal data in the following ways:

- Directly from individuals who contact the Council by email, phone, post, or in person
- Through completion of forms (online or paper)
- From third parties or public sources, where relevant and lawful (e.g., other councils, government bodies)

5. How We Use Your Information

We use your personal information to:

- Respond to your enquiries, requests, or complaints
- Manage council activities, meetings, and decision-making
- Process financial transactions



- Maintain legal and statutory records
- Fulfil our public tasks and statutory obligations as a local authority

6. Lawful Bases for Processing

We process personal data under one or more of the following lawful bases:

- Public task: to perform official functions or statutory duties
- Legal obligation: to comply with UK laws and regulations
- Contract: where processing is necessary to fulfil a contractual arrangement
- Consent: where you have given clear consent (you can withdraw consent at any time)
- Legitimate interests: where it is necessary for council operations and does not override your rights

7. Data Sharing

The Council will only share your information where necessary, and in accordance with the law.

This may include:

- Other public authorities (e.g., district or county councils)
- Contractors or service providers working on behalf of the Council
- Government departments or regulators where legally required

We will never sell your personal data.

8. Data Retention

We keep personal data only as long as necessary for the purposes it was collected and in accordance with our retention schedule. When data is no longer required, it will be securely destroyed.

9. Your Rights

Under data protection law, you have the right to:

- Access your personal data (subject access request)
- Request correction of inaccurate data
- Request erasure of your data (in certain circumstances)
- Restrict or object to processing
- Request transfer of your data (data portability)
- Withdraw consent (where applicable)

To exercise your rights, contact the Clerk using the details above.

10. Security of Your Data

The Council takes appropriate technical and organisational measures to keep your data safe, including secure storage, password protection, and restricted access to personal information.



11. Complaints

If you are unhappy with how your personal data is handled, please contact the Clerk in the first instance.

If you remain dissatisfied, you can contact the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Telephone: 0303 123 1113

12. Policy Review

This Privacy Policy is reviewed regularly and was last updated and approved by the Full Council in February 2026.