

Gawcott with Lenborough Parish Council – Privacy Notice

Effective date: 12th February 2026

Gawcott with Lenborough Parish Council is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains what personal information we collect, why we collect it, how it is used, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Gawcott with Lenborough Parish Council

Website: [Home - Gawcott with Lenborough Parish Council](#)

Email: clerk@gawcottwithlenborough-pc.gov.uk

Telephone: 07793 131810

The Council is the Data Controller, responsible for ensuring your personal data is processed lawfully.

2. What Personal Data We Collect

We may collect and process the following categories of personal data:

A. General Contact & Communication

- Name, address, email, telephone number
- Correspondence you send to the Council
- Responses to consultations or surveys

B. Council Business

- Information provided for participation in meetings, committees or public forums
- Details submitted for grants
- Planning comments and objections

C. Employees, Contractors & Volunteers

- Job applications, CVs, references
- Payroll, tax, pensions and HR records

D. Website & IT

- IP addresses and analytical data (when visiting the Council website)
- Cookies

3. Why We Collect Your Information (Lawful Bases)

We process personal data only when permitted by law. The main legal bases we rely on are:

- Public Task – to carry out our statutory and public functions
- Legal Obligation – to comply with laws and regulations
- Contract – when entering into or delivering a contract
- Consent – where you explicitly agree to data processing (e.g. email newsletters)
- Legitimate Interests – for limited administrative purposes where appropriate

Where we process special category data, we do so only under strict conditions defined by law.

4. How We Use Your Personal Data

We may use your information to:

- Respond to queries, service requests, or complaints
- Manage Council facilities, assets, and events
- Process planning comments and statutory consultations
- Administer hire agreements
- Manage finances, including grants, payments and invoices
- Carry out recruitment and employment obligations
- Keep proper records of Council decisions and governance
- Publish information required by law (e.g. councillors' interests)

We will only use your data for the purpose for which it was collected unless a lawful, compatible purpose applies.

5. Sharing Your Information

We will only share your personal data when necessary and lawful, such as:

- With Buckinghamshire Council or other public bodies where required
- With service providers or contractors working on our behalf
- With auditors, insurers, legal advisers, or regulators
- When the law requires disclosure (e.g. under Freedom of Information or public health regulations)

We do not sell or trade personal data.

Any external processors must comply with strict data protection requirements.

6. Data Retention – How Long We Keep Your Data

We keep your data only for as long as necessary, following our Data Retention Schedule. When no longer required, data is securely deleted or destroyed.

7. Data Security

We take appropriate technical and organisational measures to protect your data, including:

- Secure passwords and access controls
- Encryption and secure email where appropriate
- Regular data backups
- Secure disposal of confidential waste
- Training for councillors and staff

8. Your Rights

You have the following rights under UK GDPR:

- Right to be informed (this Privacy Notice)
- Right of access to your personal data
- Right to rectification if information is inaccurate
- Right to erasure (in certain circumstances)

- Right to restrict processing
- Right to data portability
- Right to object to processing
- Rights regarding automated decision-making

To make a request, contact:

Email: clerk@gawcottwithlenborough-pc.gov.uk

Telephone: 07793 131810

We will respond within one month.

9. Personal Data Breaches

If a data breach occurs that risks your rights or freedoms, we will:

- Inform you without undue delay
- Report it to the Information Commissioner's Office (ICO) within 72 hours (if required)

The Council maintains a Data Breach Procedure.

10. Complaints

If you have concerns about how your data is used, please contact the Council first.

You also have the right to complain to:

Information Commissioner's Office (ICO)

Website: ico.org.uk

Telephone: 0303 123 1113

11. Updates to This Privacy Notice

We review this notice regularly and will update it when necessary.

The latest version will always be available on the Council website or on request.