

HOW CAPLE, SOLLERS HOPE AND YATTON GROUP PARISH COUNCIL

GENERAL PRIVACY NOTICE

How Caple, Sollershope and Yatton Group Parish Council is the 'Data Controller' under data protection law and will use the information you provide, however provided, in order to complete our obligations as a Parish Council. This information will include basic details such as name and address, telephone number and email address. It may also include reports or letters detailing any contact we have had with you, and any relevant photographs. Comments made in public session may be recorded in the minutes, but will not be attributed to an individual.

The legal basis for holding and using this data is that you have given us your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are via email at 'howcapleclerk@outlook.com' or at the following address: The Clerk, How Caple, Sollershope and Yatton Group Parish Council, Pichells Place, Wall Hills Farm, Hereford Road, Ledbury, HR8 2PR.

We will keep your data in accordance with our adopted Documents Retention and Disposals Policy. We may retain data for longer to comply with our statutory obligations as a public authority or to defend or pursue a claim if it is considered necessary. In general, we will endeavour to keep data only for as long as we need it.

Your information may be shared with Parish Councillors in order to provide you with the service. If it is relevant to your enquiry, we may also share your information with partner organisations such as Herefordshire Council or Balfour Beatty (or other such partners) so they can carry out their responsibilities. They have a duty to maintain your data securely and to use it only for the purpose it was given. In the event of an emergency your details may be shared with the emergency services and the local authority.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information about the processing of your data can be found on our website at **www.howcaplesollershopeyatton.org.uk**

Adopted at a full council meeting on:

To be reviewed: May 2027