



### **Data Protection – Privacy Notice**

South Wonston Parish Council takes the protection of your data seriously. Our aim is to provide an effective and valued service to parishioners whilst safeguarding your privacy. Collecting some personal information is necessary to help meet the expectations and requirements of our parishioners. We have set out below how we will collect, store and protect your personal information.

### **Disclosure of personal information**

We collect contact details via the web site, written correspondence and verbally for the purposes of providing services to the parish. We will never disclose personal details without the consent of the owner unless required to by law. Details are only held for as long as is necessary for Parish Council business normally not more than 7 years.

### **Access to personal information**

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. You can make such a request by completing the subject access request form.

If at any time you feel the Parish Council has failed to meet its data protection commitment then please call Clerk on 01962 889072 or by Email [clerk@southwonston-pc.gov.uk](mailto:clerk@southwonston-pc.gov.uk)

The following documents can be accessed by clicking on the link below

South Wonston Parish Council Data Protection Policy  
Subject Access Request – How to Access Your Records  
Subject Access Request Form