



South Swindon Parish Council

Privacy Notice

General Data Protection Regulation (GDPR) (EU) 2016/679

Privacy Notice

This website is run by South Swindon Parish Council. Your privacy is critically important to us and the Parish Council will comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), as amended by the Data (Use and Access) Act 2025.

This notice explains how we use and share your information. Information may be collected on paper or online, by telephone, email or by a member of our staff. Data may also be received about you from one of our partners such as Swindon Borough Council who control our Library user data or from Studio 2450 who manage our Community Centre booking data.

Your personal information is recorded if you:

- Subscribe to or apply for services that require personal information like allotments or community centre bookings.
- Report a fault and give your contact details for us to respond. For example, if you call us to raise a concern about grass cutting or to report a fault with a gate at an allotment.
- You could also contact us and leave your details for us to respond by telephone on any range of questions.

Why is data collected

In order to:

- Deliver the public service we are required to do.
- Confirm your identity to provide some services.
- To prevent money laundering/fraud when paying for services.
- Contact you by post, email or telephone.
- Understand your needs to provide the services that you request.
- Obtain your opinion about our services such as a consultation document.
- Update your customer record or customer account.
- Help us to develop an understanding of how we are performing at delivering services
- Allow us to undertake statutory functions efficiently and effectively
- Make sure we meet our statutory obligations.

Right to Process Information

The Parish Council is permitted to process information under GDPR Article 6 (1) (a) (b) and (e) when:

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation, or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

How we use your information

Your personal information will only be used for the purposes it was provided and will only be held for as long as necessary. All employees who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to South Swindon Parish Council are protected against unauthorised access by third parties.

SOUTH SWINDON PARISH COUNCIL WILL **NEVER** PASS ON YOUR INFORMATION TO THIRD PARTIES WITHOUT YOUR WRITTEN CONSENT.

SOUTH SWINDON PARISH COUNCIL WILL **NEVER** USE YOUR INFORMATION TO SEND SPECULATIVE MARKETING OR PROMOTIONAL MATERIAL.

We will only share your personal information with other organisations where:

- it is necessary to deliver the service you have requested,
- we are required to do so by law or by a court or regulatory body, or
- it is necessary to protect someone's vital interests (for example, to prevent serious harm).

In all cases we will only share the minimum information needed and will ensure appropriate safeguards are in place.

South Swindon Parish Council will keep information about you accurate and up to date. If, however, you find errors or inaccuracies in your data, these will be amended upon request. Contact details are on the Home Page.

Your information will be processed for the following purposes:

- For the service you requested, and to monitor and improve the council's performance in responding to your request.
- To allow us to be able to communicate and provide services and benefits appropriate to your needs.
- To ensure that we meet our legal obligations.
- Where necessary for the requirements of law.
- To prevent and detect fraud or crime.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Parish Council.
- Where necessary to protect individuals from harm or injury that may result from us not passing information diligently.
- To allow the statistical analysis of your data so we can plan the future provision of services.

Information sharing

The Parish Council may need to pass your information to other people and organisations that provide a service on our behalf. These providers are obliged to keep your details securely and use them only to fulfil your request or our contract with them. Where we are not relying on a legal obligation, vital interests or another lawful basis that allows sharing without consent, we will only share your information with your explicit consent.

The legal requirement will be where permitted under the Data Protection Act and would be, for example, if a request was made by Wiltshire Police in relation to a criminal investigation.

Information Security

South Swindon Parish Council will always ensure the security of your personal data. Your

data is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. The Parish Council will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted

Children

The Parish Council will not process any data relating to a child (under 18 years old) without the express parental/ guardian consent of the child concerned. All bookings in relation to children (such as childrens parties) will be held in the name of the booking hirer.

Your Rights

Access to Information

You have the right to request access to the information we have about you. You can do this by contacting the Chief Executive Officer: ceo@southswindon-pc.gov.uk

If you believe that data about you is incorrect, please contact the office : enquiries@southswindon-pc.gov.uk

If you wish to delete the information about you please contact: enquiries@southswindon-pc.gov.uk

Under data protection law you have the following rights in relation to your personal data, in most cases free of charge:

- The right of access – to ask for a copy of the personal data we hold about you.
 - The right to rectification – to have inaccurate or incomplete data corrected.
 - The right to erasure – to ask us to delete your personal data where there is no good reason for us to keep it.
 - The right to restrict processing – to ask us to suspend use of your data in certain circumstances.
 - The right to object – to object to our processing of your data where we are relying on public task or legitimate interests.
 - The right to data portability – to receive your data in a structured, commonly used format and to ask us to transfer it to another organisation where you have provided it to us and we process it by automated means on the basis of consent or contract.
- You also have the right to complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact ceo@southswindon-pc.gov.uk

Rights Related to Automated Decision Making and Profiling

South Swindon Parish Council does not use automated decision making or profiling of individual personal data.

In Summary:

In accordance with the law, the Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Parish Council does not use profiling, sell data or pass your data to third parties without your consent. The Parish Council does not use your data for purposes other than those specified. Your data is stored securely. All information deemed to be no longer necessary is deleted. The Parish Council constantly review Privacy Policies to keep it up to date in protecting your data.

South Swindon Parish Council is NOT required to employ a dedicated Data Protection Officer (DPO) under the revised provisions of the Act.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Clerk at South Swindon Parish Council : ceo@southswindon-pc.gov.uk or you can contact the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Policy Review

This Privacy Notice will be reviewed annually by the Parish Council. Details of the review and/or amendment will be recorded below.

Date	Description	Page Number	Who
May 2025	Issue	All	CEO/JM
May 2026	Annual review	All	GSL/MT