



Great Wyrley Parish Council

Privacy Policy

Effective Date: September 2026

Privacy Notice

Great Wyrley Parish Council is committed to protecting your privacy and handling your personal information responsibly and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, store and protect your personal information.

Who We Are

Great Wyrley Parish Council is the data controller for the personal information we process.

Contact Details

Great Wyrley Parish Council
Great Wyrley Community Centre
Landywood Lane
Great Wyrley
WS6 6JX

Telephone: 01922 414768

Email: clerk@greatwyrleyparishcouncil.gov.uk

If you have any questions about this Privacy Notice or how your personal information is handled, please contact the Parish Clerk.

What Information We Collect

Depending on your interaction with the Council, we may collect:

- Your name
- Postal address
- Email address
- Telephone number
- Information contained in correspondence you send to us
- Details relating to enquiries, complaints or requests
- Information provided when applying for grants, allotments, events or consultations
- Information relating to employment, recruitment or volunteering where applicable
- Technical information collected through our website, such as IP address and browser type

We only collect information that is necessary for the purposes described in this notice.

How We Collect Your Information

We collect personal information when you:

- Contact the Council by email, telephone or post
- Attend Council meetings or events
- Complete forms on our website
- Submit comments, consultations or complaints
- Apply for employment or volunteer roles
- Subscribe to newsletters or updates
- Use our website

We may also receive information from other public authorities where this is lawful.

Why We Process Your Information

We use your personal information to:

- Respond to enquiries and correspondence
- Deliver local council services
- Manage consultations and community engagement
- Process applications and requests
- Administer grants and community projects
- Meet our legal and statutory obligations
- Maintain financial and administrative records
- Recruit and manage employees and volunteers
- Improve our services and website

Lawful Basis for Processing

Under UK GDPR, we process personal information under one or more of the following lawful bases:

- Consent
- Performance of a contract
- Compliance with a legal obligation
- Performance of a task carried out in the public interest or in the exercise of official authority
- Legitimate interests where appropriate

Where processing is based on consent, you may withdraw your consent at any time.

Sharing Your Information

We may share your information with:

- South Staffordshire District Council
- Staffordshire County Council
- Government departments and regulatory bodies
- External auditors
- Professional advisers
- IT service providers
- Law enforcement agencies where required by law

We will never sell your personal information.

We only share information where there is a lawful reason to do so.

How We Store Your Information

We keep personal information securely using appropriate technical and organisational measures to protect it against unauthorised access, alteration, disclosure or destruction.

Electronic records are protected by secure systems and password controls. Paper records are stored securely with controlled access.

How Long We Keep Information

We only retain personal information for as long as necessary to fulfil the purposes for which it was collected or to meet legal, financial or regulatory requirements.

Retention periods are determined in accordance with legal obligations and recognised local government retention schedules.

Your Rights

Under UK GDPR you have the right to:

- Access the personal information we hold about you
- Request correction of inaccurate information
- Request erasure of your information where applicable
- Request restriction of processing
- Object to processing where applicable
- Request data portability where applicable
- Withdraw consent where processing is based on consent

Requests should be made to the Parish Clerk.

We will normally respond within one calendar month.

Website Cookies

Our website uses essential cookies to ensure the website functions correctly.

Where optional cookies or analytics are used, you will be given the opportunity to accept or decline them through our cookie banner.

You can also manage cookies through your browser settings.

Links to Other Websites

Our website may contain links to external websites. We are not responsible for the privacy practices of other websites and encourage you to read their privacy policies.

Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation or Council practices.

The latest version will always be published on our website.

Complaints

If you are unhappy with how we have handled your personal information, please contact the Parish Clerk in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk>

Document Control

Version: 1.0

Approved by: Great Wyrley Parish Council

Review Date: 2027