



## **St Georges & Priorslee Parish Council**

### **Privacy Notice**

#### **1. Introduction**

St Georges & Priorslee Parish Council is committed to protecting the privacy and security of personal data. This Privacy notice explains how the Council collects, uses, stores, and protects personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all personal data processed by the Parish Council in the course of carrying out its statutory and community functions.

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#### **2. Data Controller**

St Georges & Priorslee Parish Council is the Data Controller for the purposes of data protection legislation and is registered with the Information Commissioners Office.

##### **Contact Details:**

Clerk to the Council  
St Georges & Priorslee Parish Council  
Grove Street, St Georges, Telford TF2 9LJ  
Email: [clerk@stgeorgesandpriorslee-pc.gov.uk](mailto:clerk@stgeorgesandpriorslee-pc.gov.uk)  
Telephone: 01952 567700

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#### **3. What Personal Data We Collect**

The Parish Council may collect and process the following types of personal data:

- Names, addresses, telephone numbers and email addresses
- Correspondence sent to the Council
- Records of complaints, enquiries and comments
- Information required for employment, payroll and HR purposes
- Financial information (where required for payments or grants)
- CCTV images (where applicable)
- Information relating to the hiring or use of Council facilities
- Safeguarding information (where necessary and appropriate)
- Coach trips and events

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#### **4. How We Collect Personal Data**

Personal data may be collected through:

- Direct contact with the Council (email, telephone, letter or in person)
- Council meetings and events
- Website forms or social media contact
- Employment or volunteer applications

## **5. Lawful Basis for Processing**

The Parish Council processes personal data under one or more of the following lawful bases:

**Legal obligation** – to comply with statutory duties

**Public task** – where processing is necessary to perform Council functions

**Contract** – where processing is necessary for an agreement

**Consent** – where explicit permission has been given

**Legitimate interests** – where appropriate and balanced

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## **6. How We Use Personal Data**

Personal data is used for purposes including:

Responding to enquiries and correspondence

Managing Council services, facilities and events

Employment and payroll administration

Processing grants and payments

Maintaining statutory records

Safeguarding children and adults at risk

Communicating with residents and stakeholders

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## **7. Sharing Personal Data**

The Parish Council will only share personal data when necessary and lawful, including with:

Local authorities and government bodies

Auditors

Contractors and service providers

Emergency services or safeguarding authorities

Personal data will never be sold or shared for marketing purposes.

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## **8. Data Security**

The Parish Council takes appropriate measures to protect personal data, including:

Secure storage of paper and electronic records

Restricted access to personal data

Password protection and secure systems

Regular review of data handling procedures

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## **9. Data Retention**

Personal data will only be kept for as long as necessary and in accordance with:

Legal requirements

The Council's Retention Schedule

Data will be securely destroyed once it is no longer required.

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## **10. Individual Rights**

Under UK GDPR, individuals have the right to:

Access their personal data

Request correction of inaccurate data  
Request erasure (where applicable)  
Restrict or object to processing  
Data portability (where applicable)  
Withdraw consent (where processing is based on consent)  
Requests should be made in writing to the Clerk.

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## **11. Freedom of Information**

Requests for information may also be made under the Freedom of Information Act 2000.  
Personal data will be handled in accordance with data protection legislation.

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## **12. Complaints**

If you are unhappy with how your data has been handled, you may complain to:

### **Information Commissioner's Office (ICO)**

Website: [www.ico.org.uk](http://www.ico.org.uk)  
Telephone: 0303 123 1113

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## **13. Review of Notice**

This policy will be reviewed:

Every three years, or  
Earlier if legislation or guidance changes

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**Adopted by St Georges & Priorslee Parish Council on:** 20<sup>th</sup> January 2026  
**Next Review Due:** January 2029