

West Lavington Parish Council: Data Privacy Policy

West Lavington Parish Council is committed to protecting your personal data and respecting your privacy.

What Personal Data Do We Collect?

We may collect and store basic personal data such as:

- Name
- Address
- Email address
- Telephone number

This typically applies when you contact us, sign up for updates, or raise a local issue.

Why Do We Collect It?

We use this information to:

- Respond to enquiries
- Send updates or meeting notices
- Organise local services and events
- Comply with legal responsibilities

How Is Your Data Stored?

We keep your data securely and only for as long as needed. Information is held electronically (e.g., email correspondence) and in paper format where required. We regularly review and delete outdated data.

Who Do We Share It With?

We don't share your personal data with third parties unless required by law or with your explicit consent.

Your Rights

You have the right to:

- Ask what data we hold about you
- Correct any inaccurate information
- Ask us to delete your data
- Withdraw your consent at any time

To request this, contact the Parish Clerk at:



Flat 3 The Beehive, 38 Keyford, Frome. BA11 1LA.



Email: clerk@westlavington.org.uk

We will respond within one month.

Further Information

If you have concerns about how your data is handled, you can contact the **Information Commissioner's Office (ICO)** at www.ico.org.uk.

Reviewed: Jun 25. Owner: Risk Portfolio