Spooner Row, Suton & Wattlefield
Community Council
Where community matters

Privacy Statement

This privacy statement details what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services and activities where we collect your personal data. This privacy statement applies to personal data processed by or on behalf of the Community Council, as defined by the General Data Protection Regulation (GDPR) 2018.

The Community Council and our Data Protection Officer

Spooner Row Community Council is the data controller of your personal data. The Clerk is the Data Processor. You can contact the Clerk using the details below.

What kinds of personal data about you do we process?

Personal data that we may collect and process includes, but is not restricted to;

- Personal and contact details (e.g. title, name, addresses, phone numbers)
- Copies of correspondence between you and the Council (e.g. emails you have sent us)
- Services and goods you provide to us, (e.g. as a sole trader)
- Employment details (if you apply for a job with or are employed by the Council)

What do we use your personal data for?

We use your personal data for the following purposes:

- To respond to a request for a service or manage services that we provide to you (or you provide for us, e.g. as a contractor)
- To monitor and record our communications with you and the council
- To comply with legal and regulatory obligations, requirements and guidance
- To assess job applications or to manage existing staff employment
- To process applications for grants, or to become a councillor
- To carry out our public duties and tasks

We will always treat your personal data with great care and we will never use your personal data for purposes other than those for which it was provided or obtained without first obtaining your consent.

How long is your personal data retained by us?

Unless we inform you otherwise, we will hold your personal data for a time period determined by considering the following factors:

- For as long as we are required to in line with legal, regulatory requirements or guidance
- For as long as we have reasonable needs, such as managing our relationship with you and managing our work
- For as long as we provide services to you

Will we share your data?

We will never share your personal data with anyone else unless we have already obtained your consent to do so or unless it is to comply with our legal obligations.

What are your rights under data protection laws?

As a data subject you have rights under data protection laws which include;

- The right to request access to your personal data
- The right to have your personal data corrected
- The right to have your personal data erased (the "right to be forgotten")
- The right to object to processing of your personal data
- The right to lodge a complaint

For full details on your rights please contact the Information Commissioners Office at https://ico.org.uk/

Contact Us

If you have any questions about this privacy notice, wish to update your personal data, withdraw your consent or exercise your rights, contact the Clerk:

Dawn Clarke – Clerk and RFO to the Community Council.

Phone: 07393 488350
Email: clerk@ spoonerrow-cc.gov.uk

Adopted: 26 September 2019
Updated : July 2021
Updated : December 2023
Review Date: September 2025