



Privacy Policy

Approved at Full Council April 2024.

Due for review biannually.

Our contact details

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The type of personal information we collect

We currently collect and process information as listed in the Data Audit found on our website:

www.wroxhamparishcouncil.org

Follow – “Our Policies” – “Data Protection” – “Wroxham Data Audit”

This lists the reasons for processing/collecting/holding data, the types of data being processed, how the data is processed and who the data is shared with.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Clerk of the Council.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Please contact the Clerk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Clerk of the Council.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>