



Blockley Parish Council GDPR Policy

Minute Ref: 17.07.25.7.4

Who we are and what we do

Blockley Parish Council (the 'Council') needs to collect, store, and process personal data to provide residents and members of the public with relevant information, services, and support. The Council is a data controller and is accountable for processing personal information in connection with Council business and public requests.

This policy is provided within the context of the UK General Data Protection Regulation (GDPR) requirements and the Data Protection Act 2018 (DPA 2018).

Any questions regarding our privacy practices should be sent to:

Blockley Parish Council
Heritage Centre, Park Road
Blockley, GL56 9BY
Email: parishclerk@blockleyparish.gov.uk
Tel: 01386 701602

Data Protection Principles

The Council commits to processing personal data in accordance with the following principles:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept in a form that permits identification for no longer than necessary
- Processed securely with appropriate technical and organizational measures

Why we need your information and how we use it

The Council collects personal information from residents, community groups, and members of the public in relation to:

- Inquiries and correspondence from members of the public
- Complaints and feedback
- Requests for services
- Consultation responses
- Planning applications and comments
- Grant applications
- Bookings for Council facilities and events
- Public participation at meetings

Your personal information may be included as part of case details, petitions, questionnaire responses, and contact details for the purpose of communicating news and updates about Council services and activities.

What information we hold

To provide our services, the Council may need to process personal information which may include:

- Your name, address, and contact information
- Details of your enquiry, problem, or concern
- Other information relevant to your request or Council services

The Council does not routinely collect special category data (including race or ethnic group, sexuality, religious or philosophical beliefs, trade union membership, genetic and biometric data, physical or mental health, or criminal convictions) unless specifically necessary and with appropriate safeguards.

The lawful basis for collecting and processing your information

The Council processes personal information under the following lawful bases:

- Consent of the data subject
- Performance of a contract
- Compliance with a legal obligation
- Protection of vital interests
- Performance of a task carried out in the public interest
- Legitimate interests pursued by the Council

Who we will share your personal information with

The Council may share your personal data with third parties in the course of dealing with your request or query, such as:

- Local authorities
- Government agencies
- Public bodies and regulators
- Council contractors providing services on our behalf

Any third parties with whom the Council may share your data are obliged to keep your details securely and to use your data only for purposes already communicated to you.

If you specifically ask the Council not to disclose information identifying you to other third parties, we will try to respect that. However, it may not be possible to progress a matter for you on an anonymous basis.

The Council will never sell your data but may share some of your personal information with third parties to:

- Seek professional or legal advice on a matter relating to you
- Comply with legal obligations
- Carry out our public tasks and duties

Data Subject Rights

You have rights under Data Protection legislation:

- The right to be informed about how your data is used
- The right of access to your personal data
- The right to rectification if your data is inaccurate
- The right to erasure in certain circumstances
- The right to restrict processing
- The right to data portability
- The right to object to how your data is used
- Rights related to automated decision making and profiling

Subject Access Requests

You may request access to your personal data by contacting the Parish Clerk. The Council will respond to such requests within one month, as required by law.

How long we keep your information (retention period)

The Council will process your personal data until your matter has been resolved and will store electronic data and paper records according to our Document Retention Policy. This facilitates a case history and allows us to return to records should further matters arise.

How we protect your information

Reasonable security measures are taken to ensure that personal information within the Council's control is protected from accidental loss or alteration, inappropriate access, misuse, or theft. Communications addressed to the Council are held securely.

Please note that where you are transmitting information to the Council over the internet, this can never be guaranteed to be 100% secure.

Data Breaches

In the event of a data breach, the Council will:

- Notify the Information Commissioner's Office (ICO) within 72 hours, if required
- Inform affected individuals if the breach is likely to result in a high risk to their rights and freedoms
- Document all breaches, including those not reported to the ICO

The Council or Data Protection Officer will notify you promptly in the event of any breach of your personal data.

Parish news and events

The Council may send you information about parish news and events, but will not use your contact details to do this unless you have consented to receive such information. If you have granted consent but later change your mind, you have the right at any time to withdraw your consent. To receive or stop receiving this information, please contact the Parish Clerk.

Further information

If you would like to know more about how we use your information, please contact the Parish Clerk or the Council's Data Protection Officer directly.

You can also complain to the Information Commissioner: <https://ico.org.uk>

Last reviewed by Cllr John 18th June 2025