



Locking Parish Council

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Locking Parish Council Privacy Notice

This Privacy Notice explains how Locking Parish Council collects, uses, and protects your personal data in compliance with UK GDPR, Data Protection Act 2018 (as amended by the Data Use and Access Act 2025), and other relevant legislation.

1. When You Contact Us

The information you provide (such as name, address, email address, phone number, organisation) will be processed and stored to enable us to respond to your correspondence, provide information, and access our facilities and services. Your personal information will not be shared with third parties unless legally required.

2. Lawful Basis for Processing

- Consent of the data subject (Article 6(1)(a)).
- Compliance with a legal obligation (Article 6(1)(c)).
- Performance of a task carried out in the public interest or in the exercise of official authority (Article 6(1)(e)).
- Recognised Legitimate Interests under DUAA 2025 for safeguarding, crime prevention, and other approved public interest purposes.

3. Information Security

We ensure your data is protected from unauthorised access, loss, manipulation, falsification, destruction, or disclosure through appropriate technical and organisational measures. Policies are available on request.

4. Data Retention

We only keep your data for as long as necessary for the purpose it was collected. After this, it will be securely deleted. You may request deletion at any time.

5. Children's Data

We do not process data relating to children under 13 without parental or guardian consent. Enhanced protections apply under DUAA 2025 and the Online Safety Act 2023.

6. Your Rights

- Access to your data (Subject Access Requests) – now based on reasonable and proportionate searches.
- Correction of inaccurate data.
- Deletion of data when no longer required.
- Right to object to processing.
- Rights related to automated decision-making and profiling (we do not use these).

7. Right to Complain

You have the right to complain about how your data is handled. Please contact the Clerk at the Parish Office. If unresolved, you can escalate to the Information Commissioner's Office (ICO): [casework@ico.org.uk](mailto:caserwork@ico.org.uk) | Tel: 0303 123 1113.

8. Cookies and Tracking

Our website may use cookies for essential functionality and statistical purposes. Under DUAA 2025, certain analytics cookies may be set without consent if used solely for performance measurement.

9. Conclusion

We collect only the minimum data necessary, do not sell or share your data, and ensure compliance with UK GDPR, Data Protection Act 2018, and DUAA 2025. Policies are regularly reviewed and updated.