

Kingscote Parish Council

General Privacy Notice (for website and enquiries)

Adopted March 2026

Who we are

Kingscote Parish Council is the Data Controller for the personal information you provide to us. You can contact us by email at clerk@kingscoteparishcouncil.gov.uk

What we collect

- Name, address, telephone number, email address
- Other personal details relevant to your enquiry

Why we collect your data

We need this information to respond to your enquiry and to carry out our functions as a local council.

Lawful basis

- **Public task** – to carry out our duties in the public interest
- **Legal obligation** – to comply with statutory requirements

Who we share your data with

We will not share your information with third parties without your consent, unless required by law.

How long we keep your data

We keep information only as long as necessary, in line with our Retention Schedule.

Your rights

You have the right to request access, rectification, erasure, or restriction of your data. You can also object to processing. If you are unhappy, you may complain to the Information Commissioner's Office (ICO).

1. News Broadcast Privacy Notice

Why we collect your data

To send you our news broadcasts.

What data we collect

- Name and email address

Lawful basis

Kingscote Parish Council

- **Consent** – you have subscribed and given us permission to contact you.

Who we share with

We do not share your details with third parties.

Retention

We keep your information until you unsubscribe, after which it is deleted immediately.

Your rights

You can withdraw consent at any time by contacting the Clerk or using the unsubscribe option.

2. Event Participation Privacy Notice

Why we collect your data

To manage participation in council events, ensure health and safety, and provide updates about the event.

What data we collect

- Name and contact details
- Emergency contact details (if relevant)

Lawful basis

- **Public task** – to run council events safely
- **Consent** – for emergency contacts or photos used in publicity

Who we share with

Data may be shared with emergency services if required during the event.

Retention

Event records are kept as per our retention schedule, unless required longer for insurance or accident reporting.