



## Privacy Notice

**Effective Date:** Trialled 2025 -2026. Final version approved 13/04/2026.

**Review Date:** 12/04/2027

**Contact:** Clerk to the Council

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### 1. Introduction

Davenham & Bostock Parish Council is committed to protecting your privacy and handling your personal data in a transparent and secure manner.

This Privacy Notice explains how we collect, use, and protect your personal data.

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### 2. Who We Are

Davenham & Bostock Parish Council is the data controller for the personal data we process.

Contact details:

Clerk to the Council

Email: [clerk@davenhamandbostockpc.org.uk](mailto:clerk@davenhamandbostockpc.org.uk)

Email Address: <https://www.davenhamandbostockpc.org.uk/>

Address: 28 Mount Pleasant Road, Davenham CW9 8JG

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### 3. What Information We Collect

We may collect and process the following personal data:

- Name and contact details (e.g. address, email, phone number)
  - Correspondence with the Council
  - Information relating to complaints or enquiries
  - Planning comments and representations
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## 4. How We Use Your Information

We use personal data to:

- Respond to enquiries and correspondence
  - Manage complaints
  - Consider planning matters
  - Carry out our duties as a parish council
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## 5. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Public task (to carry out our official functions)
  - Legal obligation
  - Consent (where applicable)
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## 6. Sharing Your Information

We may share your information with:

- Local authorities (e.g. Cheshire West and Chester Council)
- Regulatory or legal bodies where required

We will not share your data unnecessarily or for commercial purposes.

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## 7. How We Store Your Information

Your data is stored securely using council-approved systems (including email and document storage systems).

We take appropriate measures to protect your data from unauthorised access or loss.

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## 8. How Long We Keep Your Information

We retain personal data only as long as necessary, in line with our Records Retention Policy.

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## 9. Your Rights

You have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request deletion (where applicable)
- Object to or restrict processing

Requests should be made to the Clerk.

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## 10. Data Breaches

If a data breach occurs that is likely to affect your rights, we will take appropriate action and notify relevant authorities where required.

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## 11. Complaints

If you are unhappy with how we handle your data, you can contact the Clerk in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: <https://www.ico.org.uk>

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## 12. Changes to This Notice

We may update this Privacy Notice from time to time. The latest version will be available from the Council.

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### Version Control

Version Date	Changes
1.0	13/04/2026 Initial version