

Ruspidge & Soudley Parish Council. Privacy Notices.

1. General Privacy Notice (for website and enquiries)

Who we are

Ruspidge & Soudley Parish Council is the Data Controller for the personal information you provide to us. Our contact details are:

Clerk to the Council, Rheola House, Belle Vue Centre, Cinderford, Glos. GL14 2AB.

clerk@ruspidgesoudley-pc.gov.uk 01594 825 343.

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).

2. Facility Hire Privacy Notice

Why we collect your data

To process booking requests, manage payments, and ensure safe use of council facilities.

What data we collect

- Name, contact details, organisation (if applicable)
- Payment details

Lawful basis

- **Contract** – to manage your booking

- **Legal obligation** – for accounting and audit purposes

Who we share with

Data is shared only with staff or councillors who need it to process the booking, and auditors if required.

Retention

Booking records are retained for 7 years in line with financial regulations.

3. 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 for 12 months unless required longer for insurance or accident reporting.

Notes for Clerks

- Put the Privacy Notice text at the bottom of forms (application forms, booking forms, sign-up forms).
- Make sure to include contact details and the ICO information.
- Keep notices short, service-specific, and in plain English.

This way, every time a council collects data, the legal requirement under **UK GDPR Articles 13–14** is met, and clerks can demonstrate compliance easily.