



Privacy Notice

How we use your personal information

Last updated: January 2026

Who we are

Figheldean Parish Council is the data controller for the personal information we process, unless otherwise stated.

We are registered with the Information Commissioner's Office (ICO). Our registration number is ZA420142.

Contact details

If you have any questions about this privacy notice or how we handle your personal information, please contact:

The Parish Clerk (Data Protection Contact)

Figheldean Parish Council

Email: clerk@figheldeanparishcouncil.gov.uk

Website: figheldean.org

What personal information we collect

We may collect and process the following personal information:

- **Contact information:** names, addresses, telephone numbers, email addresses
- **Financial information:** bank details for payments and receipts
- **Employment information:** for employees and contractors
- **Correspondence:** emails, letters and other communications
- **Meeting records:** attendance at meetings, comments made during public participation

Why we collect your information

We collect and use personal information to:

- Carry out our legal obligations and statutory functions as a parish council
- Provide services and manage facilities
- Respond to enquiries and complaints
- Process payments and manage finances
- Manage employment and contractor relationships
- Consult with residents on local matters
- Maintain our website and communications

Legal basis for processing

We process personal information under the following lawful bases:

- **Legal obligation:** where we are required by law to process your information

- **Public task:** where processing is necessary for performing our official functions
- **Contract:** where processing is necessary to fulfil a contract with you
- **Consent:** where you have given us explicit permission to process your information
- **Legitimate interests:** where processing is necessary for our legitimate interests, provided these are not overridden by your rights

Who we share your information with

We may share your personal information with:

- Wiltshire Council (our principal authority)
- Government departments and agencies where required by law
- Our auditors and professional advisers
- Contractors and service providers acting on our behalf
- Law enforcement agencies where required

We will not share your personal information with third parties for marketing purposes.

How long we keep your information

We retain personal information in accordance with our retention schedule, which is based on legal requirements and business needs. Generally:

- Financial records: 7 years
- Meeting minutes: Indefinitely (as historical records)
- General correspondence: 3 years
- Employment records: 6 years after employment ends

Your rights

Under data protection law, you have rights including:

- **Right of access:** You can ask for copies of your personal information
- **Right to rectification:** You can ask us to correct inaccurate information
- **Right to erasure:** You can ask us to delete your information in certain circumstances
- **Right to restriction:** You can ask us to restrict processing in certain circumstances
- **Right to object:** You can object to processing in certain circumstances
- **Right to data portability:** You can ask for your information in a machine-readable format

To exercise these rights, please contact the Parish Clerk using the details above.

Complaints

If you have concerns about how we handle your personal information, please contact us first. If you remain dissatisfied, you can complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Figheldean Parish Council

Telephone: 0303 123 1113

Website: ico.org.uk