

TOLLER PORCORUM PARISH COUNCIL

DRAFT Privacy Notice

Adopted: 14 January 2026 | Next review date: May 2027 | Last review date: 14 January 2026

Purpose

This privacy notice tells you what to expect Toller Porcorum Parish Council (“the council”) to do with your personal information.

Contact details

1. Postal address: Toller Porcorum Parish Council, c/o 3 The Briars, Wool, Wareham, Dorset BH20 6NA
Email address: clerk@tollerporcorumparish.org
2. For more information on any of the sections in this document you can contact us using the details above.

What information we collect, use and why

3. We collect or use the following information to provide services:
 - a. Names and contact details.
 - b. Addresses, including email addresses.
4. We collect or use the following information for service updates or marketing purposes:
 - a. Names and contact details.
 - b. Addresses, including email addresses.
 - c. Marketing preferences.
 - d. Records of consent, where appropriate.
5. We collect or use the following information for recruitment purposes:
 - a. Contact details (e.g. name, address, telephone number or personal email address)
 - b. Copies of passports or other photo ID
 - c. Employment history (e.g. job application, employment references or secondary employment)
 - d. Education history (e.g. qualifications)
 - e. Right to work information
6. We collect or use the following personal information for dealing with queries, complaints or claims:
 - a. Names and contact details.
 - b. Address, including email addresses.
 - c. Correspondence.

Lawful basis and data protection rights

7. Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR Regulation. You can find out more about lawful bases on the Information Commissioner’s Office (ICO) website [using this link](#).
8. Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website by using the links below:

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- a. **Your right of access** (also known as a subject access request or SAR) - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access](#).
- b. **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification](#).
- c. **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure](#).
- d. **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- e. **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing](#).
- f. **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability](#).
- g. **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent](#).

9. If you make a request, we must respond to you without undue delay and in any event within one month.

10. To make a data protection rights request, contact us using the contact details above.

Our lawful bases for the collection and use of your data

11. Our lawful bases for collecting or using personal information to provide services are:

- a. Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- b. Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- c. Legitimate interests – we are collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - i. Collecting and using your information to offer you updates on services and events you have indicated you wish to attend or be involved with.

12. Our lawful bases for collecting or using personal information for service updates or marketing purposes are:

- a. Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- b. Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - i. Collecting and using your information to update you on services and marketing you have previously consented to.

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13. Our lawful bases for collecting or using personal information for recruitment purposes are:

- a. Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- b. Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- c. Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

14. Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- a. Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- b. Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - i. Collecting and using your information to correspond with you on matters you have raised with council.

Where we get personal information from

15. Directly from you.

16. Councils and other public sector organisations.

17. Publicly available sources.

18. Previous employers.

How long we keep personal information

19. For information on how long we keep personal information, see our Retention Guidelines at www.tollerporcorumparish.org > Policies and Procedures.

Who we share personal information with

20. Organisations we need to share information with for safeguarding reasons.

21. Organisations we're legally obliged to share personal information with.

How to complain

22. If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.
23. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO:

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

Helpline number: 0303 123 1113 www.ico.org.uk/make-a-complaint