



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

## Privacy Notice

Last reviewed:	<b>18.09.2023</b>
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This Privacy Notice explains what personal data we collect, why we collect it, how we collect it, how we use it, who we share it with and what are your rights around your data.

If you have any questions or if you require this information in a different format, please contact the Parish Council at:

**The Clerk**  
**Upton by Chester and District Parish Council**  
**Upton Pavilion, Wealstone Lane, Chester**  
**CH2 1HD**

**07584 415343**

**[clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)**

Upton by Chester and District Parish Council is committed to correctly processing all personal data as required by the:

- General Data Protection Regulations 2018 (GDPR)
- Privacy and Electronic Communications Regulations 2003 (PECR)
- Data Protection Act 2018 (DPA)

Upton by Chester and District Parish Council is a “**Controller**” because we determine what personal information is collected and how it is stored.

### **Data that we collect:**

- The name, address, email address and telephone number(s) of members of the public who contact us on Parish Council matters along with relevant information regarding the enquiry
- The name, address and contact details for individuals who hire our facilities or who buy our annual tennis or bowling memberships
- Feedback/consultation on our services and facilities, and on the Parish more broadly, although this is often anonymised

## Why we collect this information

- To enable us to carry out our duties as a Parish Council
- To administer the use of our services and facilities
- To gather information and feedback on our services and facilities and to inform future development of our Parish area

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable us to respond to your enquiry
- To administer the use of our facilities or services
- To support the development of Parish Council services and facilities

## Who we share your information with

- We do not sell your information to any organisation or person
- We will share your information, **with your consent**, with other contractors or agencies (e.g. Council Highways Dept or the Planning Dept) to progress your enquiry; or any organisation that is better able to assist with your enquiry
- If you use the electronic booking system to book a tennis court or tennis coaching, then your data will be processed by ClubSpark. Their Privacy Notice can be viewed here: [ClubSpark / Privacy policy \(Ita.org.uk\)](https://www.clubspark.com/privacy-policy)
- Where we take photographs or videos of groups of people at our events, we will display notices asking people to let us know if they do not want to be part of the images.
- Where children or adults at risk are included in a picture, we will always ask for **explicit written consent** from a parent, carer, or guardian before we publish it

## Legal basis for processing your information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases the Parish Council relies on for processing your information are:

**(a) Your consent** - you can remove your consent at any time by contacting [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

## How we store your personal information

Your information is securely stored in locked offices or in the Cloud.

We keep your contact information for up to two years after your enquiry is resolved or three years if you have corresponded on a planning matter. We then delete your information from our computer and email systems.

## Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request:

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

The Clerk  
Upton By Chester and District Parish Council  
Upton Pavilion, Wealstone Lane, Chester.  
CH2 1HD.

07584 415343

clerk@uptonbychester.org.uk

### You can also complain to the ICO if you are unhappy with how we have used your data:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>