Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

GENERAL PRIVACY NOTICE

Reviewed 4 November 2026

1. INTRODUCTION

Shavington-cum-Gresty Parish Council is committed to protecting personal information and complying with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

This Privacy Notice explains how the Council collects, uses, stores and shares personal information, including information collected through its website.

The Council is the data controller and is responsible for ensuring personal information is processed lawfully and securely.

2. PERSONAL INFORMATION WE COLLECT

The Council collects and processes personal information where necessary to carry out its functions and provide services.

This may include:

- Names, addresses, telephone numbers and email addresses.
- Information relating to Village Hall bookings and allotment tenancies.
- Financial information required for payments and transactions.
- Information provided through consultations, surveys, enquiries and complaints.
- Photographs and recordings taken at Council meetings or events.
- Information relating to councillors, employees, contractors and volunteers.

The Council may also process sensitive personal information, including health information, where necessary for employment purposes or to meet legal obligations.

Personal information is generally collected directly from individuals, although it may also be received from other organisations, including Cheshire East Council, where appropriate.

3. HOW WE USE PERSONAL INFORMATION

The Council processes personal information for the following purposes:

- Delivering Council services and managing facilities, including the Village Hall and allotments.
- Responding to enquiries, correspondence and complaints.
- Undertaking consultations and community engagement, including Neighbourhood Planning.
- Organising events and activities.
- Managing financial transactions, grants and payments.
- Maintaining statutory records and meeting legal obligations.
- Managing employees, councillors, contractors and volunteers.
- Communicating Council information and updates.

- Maintaining the Council's website and online services.

Personal information will only be used for legitimate purposes and will not be retained longer than necessary.

4. LEGAL BASIS FOR PROCESSING

The Council processes personal information under one or more of the following lawful bases, depending on the activity:

Public task: Where processing is necessary for the Council to carry out its statutory functions or tasks in the public interest. This includes Council administration, public consultations and responding to enquiries relating to Council functions.

Legal obligation: Where processing is necessary to comply with a legal requirement, including financial reporting, employment obligations and statutory record keeping.

Contract: Where processing is necessary to enter into or fulfil a contract, including Village Hall bookings, allotment tenancies and other contractual arrangements.

Consent: Where an individual has agreed to the processing of their information for a specific purpose, such as receiving optional communications where consent is required.

Other lawful bases: Where applicable, the Council may rely on another lawful basis permitted under data protection legislation, provided it has been identified and documented before processing takes place.

Where special category information is processed, the Council will ensure that an additional lawful condition under Article 9 of the UK GDPR is met, together with any applicable requirements under the Data Protection Act 2018.

Where consent is relied upon, it may be withdrawn at any time.

5. SHARING PERSONAL INFORMATION

The Council will only share personal information where necessary and lawful.

This may include sharing information with:

- Cheshire East Council and other public authorities.
- Service providers, suppliers and contractors working on behalf of the Council.
- Professional advisers, auditors and relevant regulatory bodies.
- Organisations involved in delivering Council services, activities or events.
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Where organisations process information on behalf of the Council, appropriate data protection arrangements will be maintained.

The Council will not sell personal information to third parties.

6. STORING AND RETAINING INFORMATION

The Council takes appropriate measures to protect personal information against unauthorised access, loss, alteration or disclosure.

Information is stored securely, including within the Council's electronic systems and paper records where applicable. Access is restricted to authorised individuals.

Personal information is retained only for as long as necessary for the purpose for which it was collected, including any statutory, financial or contractual requirements.

Retention periods are determined in accordance with the Council's Document Retention Policy and applicable legal requirements.

Information will be securely deleted or destroyed when no longer required.

7. YOUR RIGHTS

Under the UK GDPR, individuals have the following rights, subject to applicable conditions and exemptions:

- **Access:** To request a copy of personal information held about them.
- **Rectification:** To request correction of inaccurate or incomplete information.
- **Erasure:** To request deletion of personal information in certain circumstances.
- **Restriction:** To request that the Council limits the processing of their information in certain circumstances.
- **Data portability:** To request transfer of certain personal information to another organisation where this right applies.
- **Withdrawal of consent:** To withdraw consent where processing is based on consent.
- **Automated decision-making:** To have rights relating to decisions made solely by automated means where applicable.
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Right to object: Individuals have the right to object to the processing of their personal information in certain circumstances, including where the Council relies on public task as its lawful basis. The Council will consider such requests in accordance with data protection legislation.
Requests should be submitted to the Clerk using the Council's contact details.

The Council will normally respond within one month, subject to any permitted extensions. Requests are generally free of charge, although a reasonable fee may be charged or a request refused where legislation permits.

The Council may request additional information to confirm identity where there are reasonable doubts about the identity of the person making the request.

8. WEBSITE PRIVACY AND COOKIES

The Council's website is www.shavingtononline.co.uk and is managed using WordPress.
Information collected through the website

Where visitors contact the Council or submit information through online forms, the information provided will be used for the purpose for which it was submitted.

This may include responding to enquiries, managing requests or processing consultation responses.

The website does not provide public commenting facilities or visitor account registration.

Cookies

Cookies are small files stored on a visitor's device which support website functionality and, where applicable, provide information about website use.

The Council may use cookies necessary for the operation and security of its website.

Where consent is required for cookies or similar technologies, the Council will provide visitors with appropriate information and a choice before using them.

External websites and content

The website may contain links to external websites or content provided by third parties. These organisations may have their own privacy notices and data protection arrangements. The Council is not responsible for the privacy practices of independent external websites.

9. INTERNATIONAL TRANSFERS

The Council may use external service providers to store or process personal information. Where personal information is transferred outside the UK in circumstances covered by international transfer rules, the Council will ensure that appropriate safeguards are in place in accordance with UK data protection legislation.

10. DATA PROTECTION OFFICER

The Council's appointed Data Protection Officer is:
JDH Business Services Ltd
Carreg Lwyd, Cefn Bychan Road
Pantymwyn, Flintshire
CH7 5EW
The Data Protection Officer provides independent advice and guidance on data protection matters. The Council remains responsible for compliance with data protection legislation.

11. COMPLAINTS

Anyone concerned about how the Council handles their personal information should contact the Clerk in the first instance. Complaints about the Council's handling of personal information will be dealt with in accordance with its Data Protection Complaints Procedure.

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

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

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

Telephone: 0303 123 1113
Website: www.ico.org.uk

12. REVIEW

This Privacy Notice will be reviewed every two years, or sooner following significant changes to legislation, Council services or data processing arrangements.
The current version will be made available on the Council's website.