



Twyning Parish Council

GENERAL PRIVACY NOTICE

Who we are

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

Clerk to the Council
Twyning Parish Council
Green Farm
Fleet Lane
Twyning
Gloucestershire
GL20 6DG

clerk@twyningparishcouncil.gov.uk.

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).