

**SHEET PARISH COUNCIL**  
**GENERAL DATA PROTECTION REGULATION**  
**PRIVACY NOTICE**

**Introduction**

As part of exercising our duties as a Parish Council we may collect personal information from you. This General Data Protection Regulation (GDPR) Policy explains how Sheet PC collects, uses and protects the personal information of individuals in accordance with the Data Protection Act 2018. For more information see [www.ico.org.uk](http://www.ico.org.uk)

**Personal information we collect**

Sheet PC may collect personal information from you in various ways, such as when you:

- Make an enquiry or request information from us
- Make a complaint or report a problem
- Participate in surveys or consultations
- Attend our meetings or events
- Provide us with feedback or make a suggestion

The personal information Sheet PC collects may include, but is not limited to:

- Your name, address, telephone number and e-mail address
- Your preferences and interests
- Any other information you choose to provide to Sheet PC

**How we use your personal information**

Sheet PC use your personal information only for the following purposes to:

- Provide you with the information or services you have requested
- Communicate with you about our activities and services
- Carry out our statutory duties and responsibilities as a Parish Council
- Improve our services and meet the needs of our community
- Comply with legal and regulatory requirements

**Sharing your personal information**

Sheet PC may share your personal information with other organisations only in the following circumstances with:

- Other public bodies or authorities as required by law
- Sheet PC service providers or contractors for the purpose of providing you with the information or services you have requested
- Sheet PC professional advisers for the purpose of obtaining legal or other professional advice

**Data Retention**

## GDPR Policy (1)

Sheet PC will retain your personal information for as long as is necessary for the purposes for which it was collected, or as required by law.

### **Your rights**

Under the GDPR, you have the right to:

- Request access to your personal information
- Request rectification or erasure of your personal information
- Request restriction of processing of your personal information
- Object to the processing of your personal information
- Data portability
- Withdraw consent to the processing of your personal information
- Lodge a complaint with the Information Commissioner's Office - [www.ico.org.uk](http://www.ico.org.uk)

**Autospeedwatch Cameras** – For information on data collected via the Autospeedwatch cameras on roads within the parish, please see the Autospeedwatch Policy on Sheet Parish Council's website - [Microsoft Word - AutoSpeedWatch - Parish Policy Confirmation of acceptance](#)

### **Contact us**

If you have any questions or concerns about the GDPR Privacy Notice or if you wish to exercise any of your rights, please contact the Clerk – [sheetparishcouncil.gov.uk](mailto:sheetparishcouncil.gov.uk)

### **Review**

This policy will be updated every 3 years, or as and when legislative or best practice changes in relation to GDPR.

Adopted by Sheet PC on 13<sup>th</sup> January 2026