Corse Parish Council
General Privacy Notices

Adopted: 3rd March 2026
Reviewed: 5th May 2026

General Privacy Notice

Who we are

Corse Parish Council is the data controller for the personal information you provide to us.

Our contact details are:

Clerk to the Council, parishclerk@corse-pc.gov.uk

Website and Enquiries

What we collect

- Name, address, email address, telephone number
- 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 Parish Council.

Lawful Basis

- **Public Task –** to carry out our duties in the public interest
- **Legal obligation –** to comply with statutory requirements

How your data is stored

Your data will be stored either, or both:

- within the Council's email account which is kept within the UK.
- On the Clerks laptop
- On the Council's 365 Cloud storage. In this case your data may be transferred outside of the EU however is safeguarded by remaining within the list of adequate countries

Who has access to your data and who we share your data with

Your data will only be accessed in line with our data protection policy.

We will not share your data with third parties without your consent, unless required by law.

Your data may be processed by Microsoft 365 if stored on the Council's Cloud storage, your data will continue to be processed and protected in line with our data protection policy.

How long we keep your data

We keep your personal data only as long as necessary in line with our Document Retention and Record Management Policy.

Your Rights

You have the right to request access, rectification, erasure, or restriction of your personal data. You can also object to processing. If you are unhappy, you can make a complaint to the Council on the contact details above and if necessary escalate to the Information Commissioner Office (ICO), their details are available on their website www.ico.org.uk.