

# Yarnscombe Parish Council

## Data Privacy Notice



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## Document History

Version	Date	Author	Reason for Change
1.0	23/05/2018	Richard Pengilley	First version.
2.0	23/05/2026	Richard Pengilley	Rewritten in simpler form based on the Information Commissioner's Office template.

## Contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
<b>2</b>	<b>Our Contact Details</b>	<b>4</b>
<b>3</b>	<b>The type of personal information we collect</b>	<b>4</b>
<b>4</b>	<b>How we get your personal information and why we collect it</b>	<b>4</b>
<b>5</b>	<b>How we store your personal information</b>	<b>5</b>
<b>6</b>	<b>Your data protection rights</b>	<b>6</b>
<b>7</b>	<b>How to complain</b>	<b>6</b>

## 1 Introduction

This privacy notice is to aid transparency between Yarnscombe Parish Council and those who interact with us with regard to how we use your data and what your rights are regarding that data.

[\[Back to Table of Contents\]](#)

## 2 Our Contact Details

Name: Yarnscombe Parish Council  
Address: 1 West View, Yarnscombe, Barnstaple, EX31 3LP  
Phone Number: 07527 799887  
E-mail: [clerk@yarnscombe.org.uk](mailto:clerk@yarnscombe.org.uk)  
Web: [www.yarnscombe.org.uk](http://www.yarnscombe.org.uk)

[\[Back to Table of Contents\]](#)

## 3 The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics, e.g. name and contact details
- Email addresses of those individuals who interact with us
- Financial information of those who use or provide council services
- Employee details

We may also collect the following information recognised as Special Category Data in the UK General Data Protection Regulation:

- Health data and conditions

[\[Back to Table of Contents\]](#)

## 4 How we get your personal information and why we collect it

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

- you are a user of council services

- you wish us to make representation on your behalf, e.g. concerning planning applications
- you wish to make a comment or complaint to the council
- you may be elderly or vulnerable and need special help in case of emergency

We use the information that you have given us in order to provide the service you have requested and to continue to interact with you.

We may share this information with our employees (clerk) and/or contractors, third party service providers who provide services to us (e.g. payment processors), professional advisers, higher local authorities (district/county council or unitary authority).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting the parish clerk, Martina Dymond, at [clerk@yarnscombe.org.uk](mailto:clerk@yarnscombe.org.uk); telephone 07527 799887; 1 West View, Yarnscombe, Barnstaple, EX31 3LP.
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.

[\[Back to Table of Contents\]](#)

## 5 How we store your personal information

Your information is securely stored on the parish council's laptop computer at the clerk's address (above) and on a secure "cloud" server computer in Canada.

We keep records for the following lengths of time:

Correspondence (paper and emails)	Minimum possible per content
Meeting agendas and minutes	Indefinitely
Policies and council documents	Validity of document
Councillors' profiles and declarations of interest	Renewable annually
Communications with contractors and customers	Minimum possible per content
Providing support for vulnerable parishioners	Renewed annually

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by secure deletion of electronic data and secure disposal of paper records for which records of secure destruction will be kept available.

[\[Back to Table of Contents\]](#)

## 6 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 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 at [clerk@yarnscombe.org.uk](mailto:clerk@yarnscombe.org.uk); telephone 07527 799887; 1 West View, Yarnscombe, Barnstaple, EX31 3LP if you wish to make a request.

[\[Back to Table of Contents\]](#)

## 7 How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [clerk@yarnscombe.org.uk](mailto:clerk@yarnscombe.org.uk); telephone 07527 799887; 1 West View, Yarnscombe, Barnstaple, EX31 3LP.

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

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

[\[Back to Table of Contents\]](#)