



Sturminster Newton Town Council

General Privacy Notice (for Residents and Service Users)

This Privacy Notice explains how Sturminster Newton Town Council (“the Council”) uses and protects the personal data it holds. The Council is committed to processing personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Summary of the UK GDPR Framework

Category	Key Information
Lawful Bases for Processing	Public task · Legal obligation · Contract · Consent · Vital interests · Legitimate interests
Examples of Data We Collect	Contact details · Correspondence · Service records · Payments · CCTV images
Your Rights	To be informed · Access · Rectification · Erasure · Restriction · Portability · Objection

1. Introduction

The Council is the data controller for the personal data it processes. It collects and uses personal data to provide services, carry out its legal duties, and support the local community.

2. The Information We Collect

The Council may collect and process personal data such as:

- Name, address, telephone number, and email address
- Correspondence with the Council
- Application or booking forms (e.g. allotments, events, cemetery services)
- Financial details for payments and invoices
- CCTV images (where installed for security purposes)
- Contact details for suppliers, contractors, and community partners

The Council may also process limited special category data where necessary, for example, accessibility or health information relating to participation in community activities.

3. Lawful Bases for Processing

The Council will process personal data only where a lawful basis under Article 6 of the UK GDPR applies. The main lawful bases used are:

- Public task – to carry out the Council’s statutory duties and services
- Legal obligation – to comply with laws and regulations
- Contract – to fulfil a contract or service agreement
- Consent – where freely given (e.g. newsletters, event photos)
- Vital interests – to protect life or health
- Legitimate interests – for limited administrative purposes

4. How We Use Your Information

The Council uses personal data to:

- Provide local services and facilities
- Communicate with residents, suppliers, and partners
- Manage finance, bookings, and contracts
- Consult with the community on local issues
- Maintain records required by law
- Promote events and activities (with consent)
- Ensure public safety through CCTV where in use

5. Sharing Your Information

The Council may share your information with:

- Dorset Council and other local authorities
- Contractors or service providers working on behalf of the Council
- Regulatory or statutory bodies where required by law
- Emergency services, where necessary for safety or welfare

All organisations processing data on behalf of the Council must do so under a written agreement and in compliance with data protection law.

6. Retention and Disposal

The Council keeps personal data only for as long as necessary for the purpose collected. Retention periods are set out in the Council’s Records Retention and Disposal Policy. Information is securely destroyed or deleted when no longer required.

7. Your Rights

You have the right to:

- Be informed about how your data is used
- Request access to the information we hold about you
- Request correction of inaccurate data
- Request erasure of data where appropriate
- Request restriction or object to processing
- Request data portability (where applicable)

To exercise any of these rights, please contact the Town Clerk using the details below.

8. Data Security

The Council has appropriate technical and organisational measures in place to protect personal data from loss, misuse, unauthorised access, alteration, or destruction.

9. Transfers Outside the UK

The Council does not normally transfer personal data outside the UK. If this is required, it will only be done in accordance with UK adequacy regulations and ICO-approved safeguards.

10. Contact and Complaints

Town Clerk Sturminster Newton Town Council

The Council Office, Old Market Hill, Sturminster Newton, DT10 1FH

Tel: 01258475136 Email: townclerk@sturminsternewton-tc.gov.uk

If you are not satisfied with how your data is handled, you may contact the Information Commissioner's Office (ICO) at www.ico.org.uk or call 0303 123 1113.

The Council respects your privacy and will only collect information necessary to carry out its lawful functions.

Adopted: October 2025

Next Review Due: October 2027