

Privacy Notice

Yeovil Without Parish Council



Last updated: May 2026

1. Who We Are

Yeovil Without Parish Council (“the Council”) is the data controller for the personal information we collect and use.

Contact Details

Yeovil Without Parish Council
15 Heather Way
Yeovil
Somerset
BA22 8DZ

Email: clerk@yeovilwithoutparishcouncil.gov.uk

For data protection enquiries, please contact the Clerk using the details above.

2. About This Privacy Notice

This Privacy Notice explains:

- what personal data we collect,
- how and why we use it,
- how long we keep it,
- who we share it with,
- and your rights under the UK General Data Protection Regulation (“UK GDPR”) and the Data Protection Act 2018.

3. The Personal Data We Collect

Depending on the service you use or your relationship with the Council, we may collect and process the following information:

Personal information

- Name and title
- Home address
- Email address
- Telephone number

- Photographs or video recordings
- Correspondence and enquiries

Financial information

Where relevant:

- Bank account details
- Payment information
- Grant or invoice records

Service-related information

Where necessary for Council services:

- Allotment tenancy details
- Booking information
- Complaints and incident reports
- Consultation responses

Special category data

In limited circumstances we may process:

- Health information
- Disability or accessibility requirements
- Equality and diversity information
- Safeguarding-related information

We only process special category data where permitted under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

4. How We Use Your Information

We use personal data to:

- deliver local services and facilities,
- administer allotments, grants, bookings and contracts,
- respond to enquiries and complaints,
- process payments and maintain accounts,
- communicate with residents,
- consult with the community,
- meet legal and regulatory obligations,
- support safeguarding responsibilities,
- prevent fraud or misuse of public funds,
- maintain Council records,
- administer Council meetings and elections,

- and improve Council services.

We will only use your information where we have a lawful basis to do so.

5. Lawful Bases for Processing

Under UK GDPR, the Council relies on one or more of the following lawful bases:

Purpose	Lawful Basis
Providing public services	Public task
Managing contracts and bookings	Contract
Financial and audit obligations	Legal obligation
Community communications	Consent or public task
Safeguarding and health & safety	Substantial public interest
Employment administration	Legal obligation and employment law

Where we rely on consent, you may withdraw it at any time.

6. Sharing Your Information

We may share personal information where necessary with:

- Somerset Council and other local authorities,
- government departments and regulators,
- professional advisers and auditors,
- contractors and service providers,
- IT and website providers,
- community organisations and partner bodies,
- law enforcement agencies where required by law.

All organisations handling personal data on our behalf must keep it secure and only use it for authorised purposes.

We do not sell personal data.

7. International Transfers

Some of our service providers may store or process information outside the United Kingdom.

Where this occurs, we ensure appropriate safeguards are in place, including:

- UK adequacy regulations,
- the UK International Data Transfer Agreement (IDTA),
- or other approved safeguards required under UK GDPR.

8. How Long We Keep Information

We only keep personal data for as long as necessary.

Retention periods depend on:

- legal requirements,
- operational needs,
- financial audit obligations,
- safeguarding responsibilities,
- and potential legal claims.

Examples include:

- financial records: normally 7 years,
- allotment tenancy records: up to 6 years after tenancy ends,
- complaint records: typically 3–6 years depending on the matter.

A full retention schedule is available on request.

9. Your Rights

Under UK GDPR you have the right to:

- request access to your personal data,
- request correction of inaccurate data,
- request erasure of data in certain circumstances,
- restrict or object to processing,
- request transfer of your data where applicable,
- withdraw consent where processing relies on consent,
- complain to the Information Commissioner's Office.

We may ask for proof of identity before processing requests.

10. Complaints

If you are unhappy with how we use your information, please contact us first so we can try to resolve the issue.

You also have the right to complain to the Information Commissioner's Office:

[Information Commissioner's Office](#)

Telephone: 0303 123 1113

11. Website and Cookies

Our website may use cookies and analytics tools to improve user experience and monitor website performance.

Further information is available in our Cookie Policy.

12. Changes to This Notice

We may update this Privacy Notice from time to time.

The latest version will always be available on the Council website:

[Yeovil Without Parish Council Website](#)

Adopted 20 May 2026