

# Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

**Clerk to the Parish Council**  
S Endersby

**Admin Assistant**

The Bounty  
Godstone Green  
Godstone, Surrey, RH9 8DY

Telephone: 01883 744209  
email: [clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk)

## Privacy Policy

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal contacts details (Name, address, email, and telephone number)

### **How we get the personal information and why we have it**

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

- When you contact us
- So that we can provide a service to you
- To enter a contract with us

Information is gathered by forms, correspondence, telephone or e-mail.

We also receive personal information indirectly, from the following sources in the following scenarios:

Source	Reason
Funeral Directors	For the arrangement of funerals or memorials at Godstone Parish Council Burial Ground.
Tandridge District Council	Register of Electors

We use the information that you have given us in order to:

Area	Reason
Burial Ground	Keep appropriate records for the management and care of the burial ground
Allotments	<ul style="list-style-type: none"><li>• Keep appropriate records for the management and care of the Allotments</li><li>• Rental Agreements</li><li>• For the management and care of the Allotments</li></ul>
Wayleaves/Easements	Fulfil requirements in relation to access and recording information applicable to Parish land.
Customer Service	Respond to enquiries

We may share this information with:

Area	Third Party	Reason
Burial Ground	Funeral directors	For the arrangement of funerals or memorials
Allotments	Godstone Allotment Association	For the management and care of the Allotments
Wayleaves/Easements	Legal representatives	To fulfil requirements in relation to access and recording information applicable to Parish land.
Customer Services	Councillor	Respond to enquiries

Date: March 2023

## Lawful bases we rely on for processing information

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

**(a) Your consent.**

You are able to remove your consent at any time. You can do this by contacting the Clerk, [clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk); 01883 744 209; Godstone Parish Council, The Bounty, Godstone Green, Godstone, Surrey RH9 8DY.

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We need it to perform a public task.**

**(e) We have a legitimate interest.**

## How we store your personal information

Your information is securely stored.

We will keep your personal information in line with our published Document Retention Scheme.

We will then dispose your information by shredding or electronically deleting.

## 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@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk); 01883 744 209; Godstone Parish Council, The Bounty, Godstone Green, Godstone, Surrey RH9 8DY if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk); 01883 744 209; Godstone Parish Council, The Bounty, Godstone Green, Godstone, Surrey RH9 8DY.

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>