New Bradwell Parish Council – Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Contact Details

Address:
Unit 10, New Bradwell Workspace Ltd, St. James Street, New Bradwell, Milton Keynes, Buckinghamshire, MK13 0BJ

Telephone: 01908 313602
Email: clerk@newbradwell-pc.gov.uk

What Information We Collect, Use, and Why

Community Grants

When you apply for a community grant, we collect and process your name, contact details, the organisation you represent (if applicable), financial information, and project details. This is used to assess your application, award funding, and meet our reporting and audit requirements.

Allotment Enquiries and Tenancies

If you enquire about or apply for an allotment plot, we collect your name, address, phone number, email address and any preferences you provide. This is used to manage allotment allocations and tenancies, including waiting lists and plot inspections.

Public Meetings and Correspondence

If you contact us or participate in a parish council meeting (e.g., submitting a question or attending), we may process your name and any contact details or correspondence you provide. This is recorded in line with transparency and governance requirements (e.g., inclusion in minutes, which are publicly available).

Volunteering

If you volunteer with us (e.g., litter picking, community events,) we collect your contact details and relevant information needed to coordinate and support your involvement safely. We may also keep records related to safeguarding and insurance purposes.

Community Events and Coach Trips

For events such as coach trips, we collect attendee names, addresses, and contact numbers for booking and coordination. These details may be shared securely with third-party providers such as the coach company to manage bookings, health and safety, or emergencies.

Lawful Bases and Data Protection Rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information.

Your rights include:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object
- Right to data portability
- Right to withdraw consent

Where We Get Personal Information From

- Directly from you
- Councils and other public sector organisations
- Publicly available sources
- Suppliers and service providers
- Online forms submitted via our website or through third-party platforms such as Mailchimp and Jotform

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International Data Transfers

Where personal data is transferred outside the United Kingdom, we ensure that appropriate safeguards are in place in accordance with UK data protection law. These may include the use of standard contractual clauses or other legally recognised transfer mechanisms to ensure your data remains protected.

How Long We Keep Information

For information on how long we keep personal information, see our retention schedule:
Document Retention and Disposal Policy

How to Request Information We Hold About You

You can make a request in writing to view your information that we hold:

By email: clerk@newbradwell-pc.gov.uk

By post: Mrs Germaine Newnham (Data Protection Officer), Unit 10, New Bradwell Workspace Ltd, St James Street, New Bradwell, MK13 0BJ

The Data Protection Officer will attempt to provide the relevant information within 30 days.

New Bradwell Parish Council as Data Controller will always verify the identity of anyone making a Subject Access Request before handing over any information.

If the Parish Council holds information about you it will:

- Give you a description of what is held
- Inform you why we hold it
- Inform you if it could be disclosed to a third party
- Give you a copy of the information held on request. You will need to complete a Subject Access request in order to make the request.

How to Complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details above.

You can also complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline: 0303 123 1113
Website: www.ico.org.uk/make-a-complaint

Appendix A: Service-Specific Privacy Information

This appendix provides more detailed information about how New Bradwell Parish Council collects and uses personal data for specific services and activities.

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1. Allotments

Purpose of processing:
To manage allotment waiting lists, tenancies, plot inspections, issue invoices and related correspondence.

Personal data collected:

- Name
- Address

- Telephone number
- Email address
- Plot preferences or special requirements

Lawful basis:

- Contract (allotment agreements)
- Public task (provision of public services)

Data sharing:
We do not routinely share this data unless legally required.

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2. Community Grants

Purpose of processing:
To receive, assess, award and monitor grants to individuals or organisations.

Personal data collected:

- Name and contact details
- Organisation name
- Project or funding details
- Bank details (if payment is made)

Lawful basis:

- Public task (statutory financial support)
- Legal obligation (accounting and audit)

Data sharing:
Shared with internal committees and may be included in financial reports or audit returns.

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3. Volunteering Activities

Purpose of processing:
To communicate with and coordinate volunteers for parish initiatives (e.g. litter picks, local events).

Personal data collected:

- Name
- Contact details
- Availability or preferences
- Emergency contact (if needed)

Lawful basis:

- Consent
- Public task (community engagement)

Data sharing:
Minimal sharing unless necessary for insurance, safeguarding, or supervision.

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4. Public Meetings & Correspondence

Purpose of processing:
To enable public engagement and ensure transparency in council proceedings.

Personal data collected:

- Name
- Contact information
- Any correspondence, representations, or questions submitted

Lawful basis:

- Public task (statutory governance functions)

Data sharing:
Meeting minutes may include names or summaries of submissions and are published online.

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5. Community Events & Coach Trips

Purpose of processing:
To organise and manage attendance at council-run events including day trips.

Personal data collected:

- Name
- Address
- Contact number
- Any relevant medical/access information (if provided)

Lawful basis:

- Consent
- Public task (provision of community engagement services)

Data sharing:
Shared securely with third-party service providers (e.g. coach operator) for booking and safety purposes.

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6. Mailing Lists (e.g. e-newsletters via Mailchimp)

Purpose of processing:
To send updates, news, and community information to residents.

Personal data collected:

- Name
- Email address
- Subscription preferences

Lawful basis:

- Consent (opt-in only)

Data sharing:
Managed securely using Mailchimp. Data may be transferred outside the UK with appropriate safeguards in place.

Your Rights

For all the above, you retain your full UK GDPR rights, including the right to access, rectify or erase your data, and to withdraw consent where applicable.

To exercise your rights, please contact:
✉ **clerk@newbradwell-pc.gov.uk**
📞 **01908 313602**

Document Control

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Signed *S. Clawson*

Position: Chairperson