Privacy Notice

Ingol and Tanterton Neighbourhood Council

Your privacy is important to us.  
  
This privacy notice explains how Ingol and Tanterton Neighbourhood Council collects, uses, and protects your personal information.

# 1. Who we are

We are Ingol and Tanterton Neighbourhood Council a public authority serving the residents of Ingol and Tanterton. We act as the Data Controller under data protection laws.  
  
Contact:  
Clerk to the Council  
Email: clerk@ingoltantertonnc.org.uk

# 2. What information we collect

We may collect and store the following types of personal data:  
- Names, addresses, phone numbers, and email addresses  
- Correspondence (emails, letters, online forms)  
- Planning comments or objections  
- Information about suppliers, contractors, and councillors  
- Employment or volunteer details

# 3. Why we collect your data (Legal Basis)

We collect and process data under the following legal bases:  
- Legal obligation  
- Public task  
- Consent  
- Contract

# 4. How we use your data

We use your information to:  
- Respond to public enquiries  
- Deliver services  
- Maintain records  
- Manage council activities  
- Keep you informed

# 5. How we store and protect your data

We store data securely in locked filing systems and password-protected digital systems. We do not share your information without your permission unless required by law.

# 6. How long we keep your data

We keep data only as long as necessary depending on the purpose and legal requirement.

# 7. Your rights

You have the right to:  
- Ask for a copy of your data  
- Request correction or deletion  
- Object to or restrict processing  
- Complain to the Information Commissioner’s Office (ICO)

Last updated: 7th July 2025