

Town and Parish Council communication survey

East Devon District Council are working on a new strategy to improve how East Devon District Council communicates and collaborates with Town and Parish councils across the district.

In the survey we want to know the types of information that are most useful to your council, your preferred methods of contact, how frequently you would like to receive updates and the kind of information you would like to receive.

The survey closes **31 October 2025 at 5pm.**

What Town and Parish Council do you represent?

This question is required.

What is your most up to date Town and Parish council email address?

This question is required.

1. Would you find it useful to receive a Town and Parish newsletter?

Select one option

2. How often would you like to receive the Town and Parish newsletter?

Select one option

Fortnightly

Monthly

Six weekly

3. What types of topics would you like covered in a Town and Parish newsletter?

Select one or more options

Local Government Reorganisation

Devolution

Planning

Enforcement

Neighbourhood Planning

District Council budgets

Consultations/surveys

Community Asset Transfers

Other

3.b Other (please specify below)

4. How do you prefer to receive information from us?

Select one or more options

Email

Newsletters

Social media

Website updates

In-person meetings

Online meetings

Other

4.b Other (please specify below)

5. Was there any engagement in the past that the council did that you would like to see again?

6. How satisfied are you with the current level of communication from the District Council?



Very dissatisfied



Dissatisfied



Neutral



Satisfied



Very satisfied

7. Please explain the reasons for your response.

8. How satisfied are you with the clarity and accessibility of the communications you receive?



Very dissatisfied



Dissatisfied



Neutral



Satisfied



Very satisfied

9. Please explain the reasons for your response.



Validate your response

By adding your email, you'll ensure that your contribution will be published and included in the evaluation

☒ **We'll send you an email with a link to confirm your response**

Email address



Receive updates and replies about Town And Parish Communication Survey and hear about Commonplaces in your area. We'll never publish your personal data. See our [privacy policy](#) and [organisations involved](#).

Next

10. Would you be interested in the opportunity to attend online engagement sessions with different service areas?

Select one option

Yes

No

11. If yes, how often should these engagement sessions be held?

Select one option

Quarterly

Six monthly

Other (please specify)

11.b Other (please specify below)

12. Would you be interested in attending a yearly in-person engagement event with all the Town and Parish councils?

Select one option

Yes

No

13. Where would you like the meeting to be held?

Select one option

In person

Online

Hybrid

14. What are the main challenges you face in engaging with the District Council ? (Select all that apply)

Select one or more options

Timing of communications

Format of information

Clarity of information

Response times

Access to relevant staff

Other (please specify)

14.b Other (Please explain what those challenges are)

15. Did you read the Town and Parish newsletter?

Select one option

Yes

No

15b. If not, why not?

16. How can the newsletter be improved?

17. What do you think could be improved in our current engagement approach?

18. Do you have any further comments on East Devon District Council communications with Town and Parish councils?

Please click 'Next' to submit your response.

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WHIMPLE PARISH COUNCIL DATA PROTECTION POLICY

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This policy is produced by Whimple Parish Council (“the Council”) which is the data controller for your data.

3. Who are the data controllers?

Whimple Parish Council, Whimple Victory Hall, School Hill, Whimple, Exeter, Devon, EX5 2TS
Website: www.whimpleparishcouncil.gov.uk

4. What personal data is collected?

- Names, titles, and aliases, photographs
- Contact details such as telephone numbers, addresses, and email addresses
- Where they are relevant to the services provided by a council, or where you provide them to the Council, it may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants
- Where you pay for activities such as use of a council facility, facility identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers

5. The Council will comply with data protection law. This says that the personal data held about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that the Council has clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes the Council has told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes the Council has told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

6. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;

- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable the Council to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the Council;
- To maintain the Council's own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about event, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- To allow the statistical analysis of data so the Council can plan the provision of services.

7. What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers.

Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. The Council will always take into account your interests and rights. This policy sets out your rights and the Council's obligations to you in detail.

The Council may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. The Council will first obtain your consent to that use.

8. Sharing your personal data

The Council will implement appropriate security measures to protect your personal data. This section of the policy provides information about the third parties with whom the council will share your personal data.

These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

It is likely that the Council will need to share your data with some or all of the following (but only where necessary):

- Other local authorities such as East Devon District Council or Devon County Council
- Other public bodies such as the Police or other services
- not for profit bodies with which we are carrying out joint ventures e.g. in relation to events for the community.

9. How long do we keep your personal data?

The Council will keep some records permanently if legally required to do so. The Council may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support His Majesty's Revenue and Customs (HMRC) audits or provide tax information.

The Council may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). The Council will retain some personal data for this purpose as long as the Council believes it is necessary to be able to defend or pursue a claim.

In general, the Council will endeavour to keep data only for as long as needed. This means that the Council will delete it when it is no longer needed.

Data will be disposed of securely with hard copies containing personal data being shredded.

10. Your rights and your personal data

You have the following rights with respect to your personal data.

When exercising any of the rights listed below, in order to process your request, the Council may need to verify your identity for your security. In such cases the Council will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data the Council holds on you
- (ii) The right to correct and update the personal data the Council holds on you
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

The Council's website and social media, e.g. Facebook are also accessible from overseas so on occasion some personal data (for example in a news item or social media post) may be accessed from overseas.

12. Further processing

If the Council wishes to use your personal data for a new purpose, not covered by this policy, then the Council will provide you with a privacy notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, the Council will seek your prior consent to the new processing.

13. Changes to this policy

The Council will keep this policy under regular review and place any updates on www.whimbleparishcouncil.gov.uk

WHIMPLE PARISH COUNCIL DATA BREACH POLICY & REPORT FORM

1. Introduction

- 1.1 Whimble Parish Council (“the Council”) collects, holds, processes and shares personal information collected from a variety of different sources. Personal information is a valuable asset which can be seriously abused in the wrong hands, often causing great distress and inconvenience to the data subject.
- 1.2 Data breaches are increasingly common occurrences, whether through human error or malicious intent.
- 1.3 It is therefore necessary for the Council to have in place a robust policy and procedure for responding to any reported data breach, to ensure that it can protect as far as possible the security of any personal data that may come into its possession .
- 1.4 This Policy links to the Council’s Data Protection Policy and the General Data Protection Regulations.

2. Purpose and Scope

- 2.1 The Council is obliged under the GDPR and related legislation to have in place a framework designed to protect the security of all personal data that comes into its possession. This includes clear lines of responsibility for the reporting and management of situations where there has been an apparent breach of data protection principles.
- 2.2 By adopting a systematic procedure to all reported data breaches the Council aims to ensure, inter alia, that:
 - incidents are reported in a timely manner and can be properly investigated
 - incidents are dealt with by appropriately authorised and skilled personnel
 - there is appropriate level of involvement from the Parish Clerk as Proper Officer and designated Data Protection Officer and councillors
 - incidents are recorded and documented
 - lessons are learned from incidents and recommendations/procedures are adopted to prevent future re-occurrences
 - evidence is gathered and decisions reached in such a way as to withstand external examination
 - data subjects and external bodies are notified in a timely manner
 - action is taken to minimise the impact of the breach
- 2.3 This policy sets out the procedure to be followed to ensure a consistent and effective approach for managing data breaches.
- 2.4 This policy applies to officers and councillors. This includes temporary, casual or agency staff as well as contractors, consultants, suppliers and data processors working on behalf of the Council. The policy needs to be read in conjunction with any HR policies and IT policies which may impact upon data security.
- 2.5 This policy applies to all personal and special categories of data held by the Council regardless of format.

3. Definitions and examples of breach

- 3.1 The Information Commissioner's website describes a breach as *"a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data."*
- 3.2 For the avoidance of doubt, this policy applies to both a *confirmed* breach and a *suspected* breach. Only a report and subsequent investigation will confirm whether there has been an actual breach and even in the event of the report being a false alarm, it may throw up issues of good practice to review.
- 3.3 Personal data breaches can include (this is not an exhaustive list):
- access by an unauthorised third party
 - deliberate or accidental action (or inaction) by a controller or processor
 - sending personal data to an incorrect recipient
 - computing devices containing personal data being lost or stolen
 - alteration of personal data without permission
 - loss of availability of personal data

4. Reporting an Incident

- 4.1 Any individual who uses or accesses the Council's information is responsible for its security. In the event of a confirmed or suspected data breach, the individual should immediately report the incident to the Parish Clerk.
- 4.2 If a breach is discovered outside normal working hours, it must be reported as soon as practicable. If this occurs over a bank holiday the Parish Clerk, who also acts as the Data Protection Officer, will be contacted via their mobile telephone number.
- 4.3 Any councillor or officer who believes or suspects that a data breach has occurred must complete a Data Breach Report Form (Appendix 1) and send it to the Parish Clerk by email (whimpleparishcouncil@gmail.com) within 4 hours of becoming aware of the existence of the breach. This is so even if all the facts are not yet available.
- 4.4 The Data Breach Report Form should be completed as fully as possible. As a minimum it should contain:
- the facts relating to the breach
 - the effects of the breach
 - remedial action taken
- 4.5 If further facts come to light after the submission of the Data Breach Report Form, these should be forwarded, without delay, to the Parish Clerk.
- 4.6 The Parish Clerk will investigate the breach. If the data breach has originated from the Parish Clerk, the Data Protection Officer from another Town or Parish Council will be approached and asked to investigate the matter.
- 4.7 The Parish Clerk will:
- a) immediately upon being instructed:
- determine if the breach is still on-going and authorise the appropriate steps to minimise the effect of the breach

b) within 24 hours of being instructed:

- advise on the severity of the breach to councillors
- establish what can be done to recover any losses or minimise the damage the breach could cause
- advise whether any third parties need be notified – this is not limited to the data subject. It could include the police or data subject's bank.
- form a provisional view on whether the breach ought to be reported to the Information Commissioner's Office

c) within 48 hours of being instructed:

- produce a final breach report and recommendations which will, as a minimum, include:
 - A summary of the evidence
 - A summary of the legal position
 - A detailed assessment of the breach together with a recommendation as to whether the breach should be reported to the Information Commissioner
 - Advice on the impact and scale of the breach
 - A list of recommendations to prevent similar breaches in the future + a timetable for implementation
 - Details of all actions taken by the Council and the Parish Clerk to date

4.8 Employees should be aware that any breach of data protection legislation may result in the Council's disciplinary procedures being instigated. Employees, agency staff and casual workers may risk losing employment. Contractors and consultants may risk losing their contract with the Council.

5. Seriousness of the Breach

5.1 There is now a mandatory requirement to notify the Information Commissioner's Office of any notifiable breach with 72 hours of the Council becoming aware of the breach. This is not a lot of time, hence the rather short time scales imposed upon the Investigating Officer in section 4.

5.2 If breaches are reported to the Information Commissioner's Office then it is important that as much information as possible is made available to enable their office to fully investigate the breach and to recognise not only what has happened but also what we as a Council have done to minimise the effect of the breach and what steps have been taken to prevent a re-occurrence.

5.3 Every incident will be assessed on a case by case basis. To establish the severity of any breach, it is necessary to establish the likelihood and severity of the resulting high risk (arising from the breach) to people's rights and freedoms.

5.4 In short, if there is a risk then the breach must be reported. If a risk is unlikely, then it need not be reported although a record of the decision has to be kept.

5.5 By way of an example – the theft of a customer database will have to be reported because of the likelihood of identity fraud and the resulting distress that can cause. The loss of an internal directory of phone numbers need not.

5.6 Given the short time scale involved, it is appropriate that the decision whether to report a breach to the ICO shall be taken by the Council's Parish Clerk in consultation with the Chair & Vice Chair.

- 5.7 Any decision to report a breach to the Information Commissioner's Office shall be communicated by the Parish Clerk to councillors who shall be kept fully apprised as to the progress of the matter.
- 5.8 The Council shall keep secure records of:
- the Data Breach Report Form
 - any advice or recommendations issued by the Investigating Officer either immediately or within 24 hours of being instructed
 - a copy of the final Breach Report
 - a copy of any decision to notify (or not) the Information Commissioner's Office of any breach
 - any decisions in respect of third-party notifications

6. Notification

- 6.1 As noted in paragraph 4, the Parish Clerk will recommend whether anyone should be notified of the breach. There is an obvious reason for notification – so that the data subjects concerned can perhaps take immediate steps to limit the impact upon themselves and to also advise them that their data has been compromised.
- 6.2 There is a danger in “over-notification”, so care will need to be exercised in deciding who to notify.
- 6.3 Individuals whose personal data has been affected by the breach and where it has been established likely to result in a high risk of adversely affecting that individual's rights and freedoms must be informed without undue delay. The notification will include a description of how and when the breach occurred, and the data involved. Advice must be offered about what they can do to protect themselves. The notification must also set out what has been done and provide a point of contact for the individual at the Council.
- 6.4 Consideration should also be given to notifying other third parties – eg, banks, insurers and the police. This may be appropriate if criminal activity is suspected.

7. Review

- 7.1 Following any breach, a review will be undertaken to see what lessons can and should be learned. This may result in changes to policy and practice.

8. Policy Review

- 8.1 This policy is a living document and will be reviewed and updated as necessary by the Parish Clerk. However, the Policy will be scrutinised annually to ensure its ongoing fitness for purpose.

APPENDIX 1

WHIMPLE PARISH COUNCIL – DATA PROTECTION BREACH NOTIFICATION FORM

- To be completed by the Parish Clerk as soon as practicable after the breach is notified

1. Summary of Incident	
Date and time of incident:	
Number of people whose data is affected:	
Nature of breach e.g. theft/disclosed in error/technical problems	
Description of how breach occurred:	

2. Reporting	
When was breach reported?	
How the Parish Clerk became aware of the breach:	
Have there been similar incidents in the past? If so, please provide details:	

3. Personal Data	
Full description of personal data involved (without identifiers):	
Number of individuals affected:	
Have all affected individuals been informed:	
If not, state why not:	
Is there any evidence to date that the personal data involved in this incident has been inappropriately processed or further disclosed? If so, please provide details:	

4. Data Retrieval	
What immediate remedial action was taken:	
Has the data been retrieved or deleted? If yes - date and time:	

5. Impact	
Describe the risk of harm to the individual as a result of this incident:	
Describe the risk of identity fraud as a result of this incident:	
Have you received a formal complaint from any individual affected by this breach? If so, provide details:	

6. Management	
Do you consider the individual(s) involved has breached information governance policies and procedures:	
If "yes", why?	
Had the individual(s) completed data protection training:	
As a result of this incident, do you consider whether any other personal data held may be exposed to similar vulnerabilities? If so, what steps have been	

taken to address this:	
Has there been any media coverage of the incident? If so, please provide details	
What further action has been taken to minimise the possibility of a repeat of such an incident? Please provide copies of any internal correspondence regarding any changes in procedure:	

Form completed by.....

Position.....

Signed.....

Email.....

Telephone Phone Number.....

Dated.....

WHIMPLE PARISH COUNCIL FREEDOM OF INFORMATION PUBLICATION SCHEME

1. Introduction

- 1.1 The publication scheme ('the Scheme') adopted by Whimple Parish Council ('the Council') is based on the model scheme prepared and approved by the Information Commissioner, which may be adopted without modification by any public authority without further approval and will be valid until further notice.
- 1.2 This Scheme commits the Council to make information held, as part of its normal business activities, available to the public.

2. Classes of information

2.1 Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures.

Current written protocols for delivering functions and responsibilities.

2.6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the Council.

2.7 The services we offer.

Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

3. Classes of information held will not generally include:

- Information - the disclosure of which is prevented by law or exempt under the Freedom of Information Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

4. The method by which information published under this scheme will be made available

- 4.1 The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

4.2 Where it is within the capability of the Council, information will be provided on its website. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by the website, the Council's Scheme sets out how information can be obtained by other means.

4.3 In exceptional circumstances, information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

4.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate information, it will arrange to do so.

4.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with the Scheme.

5. Charges which may be made for information published under this scheme

- 5.1 The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:
- photocopying
 - postage and packaging
 - the costs directly incurred, as a result of viewing information
- 5.3 Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 5.4 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

6. Written requests

- 6.1 Information held by the Council that is not published under the Scheme can be requested in writing, and any such requests will be considered in accordance with the provisions of the Freedom of Information Act.
- 6.2 The Council will respond to such a request within 20 working days. If the Council is unable to share the information the letter will explain why.

Information available from Whimble Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<i>Class 1 – Who the Council is and what it does (organisational information, structures, locations and contacts)</i>		
Who's who on the Council and its committees	Hard copy and website	N/A
Contact details for the Parish Clerk and councillors (named contacts where possible with telephone number and email address (if used))	Hard copy and website	N/A
Location of main Council office and accessibility details	Hard copy and website	N/A
<i>Class 2 – What the Council spends and how it is spent (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor	Hard copy and website	3p per sheet
Finalised budget	Hard copy and website	3p per sheet
Precept	Hard copy and website	3p per sheet
Standing Orders and Financial Regulations	Hard copy and website	3p per sheet
Grants given and received	Hard copy and website	3p per sheet
List of current contracts awarded and value of contract	Hard copy and website	3p per sheet
Members' allowances and expenses	Hard copy and website	3p per sheet
<i>Class 3 – What the Council's priorities are and how it is doing (strategies, plans, performance indicators, audits, inspections and reviews)</i>		
Annual report to Parish Meeting	Hard copy and website	N/A

Information to be published	How the information can be obtained	Cost
<i>Class 4 – How we make decisions (decision making process and records of decisions)</i>		
Schedule of meetings (Council, committees and Parish meeting)	Hard copy and website	3p per sheet
Agendas of meetings (as above)	Hard copy and website	3p per sheet
Minutes of meetings (as above) note this will exclude information that is properly regarded as exempt and confidential	Hard copy and website	3p per sheet
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	3p per sheet
Responses to consultation papers	Hard copy and website	3p per sheet
Responses to planning applications	Hard copy and website	3p per sheet
Bye-laws	N/A	N/A
<i>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business including:		
Procedural standing orders	Hard copy & website	3p per sheet
Committee and terms of reference	Hard copy & website	3p per sheet
Delegated authority in respect of officers	Hard copy & website	3p per sheet
Code of Conduct	Hard copy & website	3p per sheet
Any such other policies that are, from time to time, adopted	Hard copy & website	3p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy & website	3p per sheet

Information to be published	How the information can be obtained	Cost
Equality and diversity policy	Hard copy & website	3p per sheet
Health and safety policy	Hard copy & website	3p per sheet
Recruitment policies (including current vacancies)	Hard copy & website	3p per sheet
Policies and procedures for handling requests for information	Hard copy & website	3p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy & website	3p per sheet
Data protection policies	Hard copy & website	3p per sheet
<i>Class 6 – Lists and Registers (currently maintained lists and registers only)</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	3p per sheet
Asset Register	Hard copy & website	3p per sheet
Register of members' interests	Hard copy & website	3p per sheet
Register of gifts and hospitality	Hard copy & website	3p per sheet
<i>Class 7 – The services we offer</i>		
Allotments	Hard copy & website	3p per sheet

WHIMPLE PARISH COUNCIL GENERAL PRIVACY NOTICE

Who are we?

Whimple Parish Council acts as the 'data controller' for any personal data you provide to us. That means we will ensure the data you give us is processed in line with our organisation's policies and with your rights under data protection law including the General Data Protection Regulations, Data Protection Act 2018.

If you have any queries about this Privacy Notice or the personal data we hold about you, please contact our Parish Clerk at clerk@whimpleparishcouncil.gov.uk or write to Whimple Parish Council, Whimple Victory Hall, School Hill, Whimple, Exeter, Devon, EX5 2TS.

Our Privacy Notice will be regularly reviewed, and we will post updated versions on our website at www.whimpleparishcouncil.gov.uk

What do we mean by 'data' and why is it important?

Personal data is any information about a living individual which means they can be identified from that data (for example a name, photographs, videos, email or postal address). It can be identification directly from the data itself or indirectly, gained by combining partially anonymised information with other information which can identify an individual.

Personal data includes names, titles, aliases, photographs, images, contact details such as phone numbers, addresses and email addresses. If relevant to the services provided by us and or where you provide information to us, we may process information such as your gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents.

Where you pay for activities such as an allotment tenancy, financial identifiers such as bank account numbers, payment card numbers and payment/transaction identifiers may also be processed.

Certain information, such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data and data concerning sexual life or orientation is known as *Sensitive personal data* and is a special category of data which can only be processed in certain circumstances.

The processing of personal data is governed by legislation which applies in the United Kingdom which includes the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights, such as the Human Rights Act.

Why are we collecting your personal data?

We collect this to help us respond to your request or enquiry when you communicate with us.

We should always have a lawful basis for the processing your personal data.

Usually this will be with your consent and for a specific purpose. For example, we may hold contact details including name, telephone number(s), email address(es) and postal address(es) for the purposes of liaising with you about information or services you have requested and for invoicing and record keeping. Or it may be because there is a contract between us.

We may also do so if the processing of your data is necessary for us to perform a task which is in the public interest and which has a clear basis in law, or if we have an obligation to process it to comply with the law, or if it is a vital interest (where processing is necessary to protect

someone's life). [Legitimate interests for processing do not apply, as we are a public authority.]

If we collect personal data for one reason we will not use it for a different purpose without your consent (unless there is a legal basis for doing so).

Please note that if you choose not to provide your personal data or decide to withdraw your consent for us to use it, we may not be able to effectively respond to your request.

How do we hold and use (process) your data?

Personal data is always stored securely. Our systems are robust and we will ensure appropriate technical and security measures are in place to protect your personal data from loss, misuse, organisation access or disclosure.

Who do we share your personal data with?

In some circumstances, so we can respond to your request or query, it may be necessary for us to share your name and other identifying information with other services or organisations, but we will not share your personal data outside our organisation unless we have a lawful reason to do so and we will aim to explain when we need to do this, ensuring we have your consent if that is necessary.

[We do not currently transfer data outside the European Economic Area (EAA) but please be aware our website and social media platforms are accessible from overseas, so any data which is publicly visible (such as your picture in a news item) may be viewed overseas.]

What do we mean by 'other organisations' (data controllers)?

These are other organisations we need to work with to provide services to you or to respond to your enquiry. For example, you contact us to ask us to investigate a pothole we would need to contact another local authority to resolve this. In such cases, we may also need to retain your details, so we can provide an update if you have requested this.

We will only, however, share the information which is needed by the other organisation and will explain when we are doing so.

If we and the other data controller are processing your data jointly for the same purposes, we would be acting as joint data controllers which means we are all collectively responsible to you for your data. If the organisations are processing your data for their own independent purposes then each one will be independently responsible to you and if you have any questions, wish to exercise any of your rights or wish to raise a complaint, you should do so directly with the data controller of that organisation.

How long will we hold your personal data?

We will keep your personal data only for as long as is necessary and in line with good practice. We will keep some records permanently if legally required to do so. We may keep other records for an extended period. For example, it is currently good practice to keep financial records for a period of 8 years to comply with HMRC (His Majesty's Revenue & Customs) requests.

As a public authority we may have other legal obligations to retain some data and are allowed to do so to defend or pursue claims (various time limits apply). In general, we aim to keep data only for as long as we need it. This means it will be deleted when it is no longer needed.

Correspondence with councillors

Any personal information shared with councillors will be used for the purpose intended by you only. Councillors do not store personal information for longer than necessary to carry out that

purpose and will only share your information with the appropriate bodies as instructed by you.

Should you wish to remove your consent at any point please inform both the councillor in question and also Whimble Parish Council as per the contact details contained in this Privacy Notice.

Your rights

Under the General Data Protection Regulations, Data Protection Act 2018 you have the right to: access to your own personal data, request amendments (if there are errors) or deletion (removal) of your personal data under certain circumstances, object to the processing of your personal data, request a copy of the information you provided to us in machine readable format or withdraw your consent to any processing which relies purely on your consent.

Your right to complain

If you wish to complain about the way we have handled your personal data, please write to the Parish Clerk in the first instance, clearly outlining your case. Your complaint will then be investigated in accordance with the Council's complaints procedure.

If you are still unhappy about the way your data has been handled, you can refer the matter to the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Email: casework@ico.org.uk or Tel: 0303 123 1113.

WHIMPLE PARISH COUNCIL

PRIVACY NOTICE FOR STAFF AND COUNCILLORS

Data Controller

Whimble Parish Council is the Data Controller for the information that is processed for this purpose.

Legal Basis

Contractual obligation.

What Data Do We Collect

We may collect and process range of personal data about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- terms and conditions of your employment
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and National Insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information regarding criminal records
- information relating to DBS checks (applicable employees only)
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews, performance improvement plans, training and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- equal opportunities monitoring information including information about your ethnic origin.

How We Process Your Personal Data

We need to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and health and safety laws and to enable employees to take periods of leave to which they are entitled.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Sharing our Data

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

How long do we keep it

We will hold your personal data for the duration of your employment. Once you leave employment your data is held for a period of seven years, after which it will be destroyed.

Who we share this information with and why

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. Your data may also be shared with the following third party providers and external bodies:

- Disclosure & Barring Service (organisations providing services for pre-employment checks)
- Peninsula Pension scheme (management of pension)
- HMRC / DWP / Contributions Agency (for processing payroll deductions)
- External Audit Service to ensure compliance with internal controls and external regulations)
- Insurance companies (car, health, injury cover and claims)

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What Are Your Rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it)
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

This Notice and the Data Protection Policy can be found on the Whimple Parish Council website www.whimpleparishcouncil.gov.uk

Contact Information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Postal address: Whimple Parish Council, Whimple Victory Hall, School Hill, Whimple, EX5 2TS

Email: clerk@whimpleparishcouncil.gov.uk

If you wish to raise a complaint regarding how we have handled your personal data, please contact us at the above email address.

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk Phone: 0303 123 1113

WHIMPLE PARISH COUNCIL ALLOTMENTS PRIVACY NOTICE

Data Controller

Whimple Parish Council is the Data Controller for the information that is processed for this purpose.

Legal Basis

Contractual obligation.

What Data Do We Collect

Name, address, telephone number and email address.

How We Process Your Personal Data

We retain this information in a contract to enable the letting of allotments to individuals.

Sharing Your Data

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What Are Your Rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

How Long Do We Keep Your Data For

For 3 years from the date the records were first created, or from when consent was lasted provided, whichever is later.

Contact Information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Postal address: Whimple Parish Council, Whimple Victory Hall, School Hill,
Whimple, Exeter, Devon, EX5 2TS

Email: clerk@whimpleparishcouncil.gov.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at clerk@whimpleparishcouncil.gov.uk

If you are not satisfied with our response you can complain to the:-

Information Commissioner's Office (ICO). The ICO's contact details are Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email: casework@ico.org.uk Phone: 0303 123 1113

Whimble Parish Council - Forward Plan

Meeting Date	Items for agenda
Monday 17 November 2025 <i>(agenda published on Tuesday 11 November)</i>	• Schedule of payments – November 2025 • Bank reconciliation to 31 October 2025 • Budget Monitoring to 31 October April 2025 • Draft Budget for 2026/27 Financial Year • Planning applications (if appropriate) • Applications for grants or donations • Health and Safety Policy (update)
Monday 15 December 2025 <i>(agenda published on Tuesday 9 December)</i>	• Schedule of payments – December 2025 • Bank reconciliation to 30 November 2025 • Budget Monitoring to 30 November 2025 • Budget and Precept for 2026/27 Financial Year • Planning applications (if appropriate) • Insurance for 01/02/26 to 31/01/27