



## **Wrose Parish Council: Public Privacy statement for young people (13 and over)**

### **What is personal data?**

Personal data is information about you that can identify who you are. It could be:

- Your name, photos, or videos of you.
- Your email address, home address, or phone number.
- Information like your age, hobbies, or school history if it's needed for a service you're using.

Sometimes, information about your health, religion, or background is called **special personal data** and is treated more carefully.

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### **Who are we?**

We are Wrose Parish Council, and we look after your personal data.

Sometimes we work with other groups, like charities or local councils. If we share your data with them, it's only so they can help us do our job.

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### **What data might we collect about you?**

We might collect:

- Your name, photos, or contact details (like email or phone number).
  - Details like your age, nationality, or hobbies, if it's needed for a service you're using.
  - Information about payments you've made, like for using a council hall.
  - **Special personal data**, like health or background information, if we need it to help you or follow the law.
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### **Why do we collect your data?**

We use your data to:

- Provide services you've asked for, like booking a hall or taking part in an event.
- Keep you safe if you're at risk of harm.

- Send you important updates, like changes to events or services.
- Follow the law and keep everyone safe.

We'll always make sure your data is used fairly and only for things we've told you about.

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### **Do we need your permission?**

Sometimes, we'll ask for your permission to use your data, especially for things like sharing your photo in a newsletter. If we ask, we'll explain exactly why we need it.

You can say no, and you can also change your mind later by letting us know.

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### **How do we keep your data safe?**

We use technology and secure systems to protect your data. This includes:

- Making sure only the right people can see your information.
  - Training our staff on how to keep your information safe.
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### **How long do we keep your data?**

We keep your data only as long as we need to.

- For example, we might keep financial records for 8 years because the law says we must.

When we don't need your data anymore, we delete it.

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### **What are your rights?**

You have rights about how we use your data. These include:

1. **Seeing your data:** You can ask us to show you what information we have about you.
2. **Fixing mistakes:** If something is wrong, let us know, and we'll fix it.
3. **Deleting your data:** You can ask us to delete your information if we don't need it anymore.
4. **Stopping certain uses:** You can ask us to stop using your data in certain ways.
5. **Taking your data elsewhere:** You can ask us to send your data to another organisation.
6. **Complaining:** If you think we've done something wrong, you can tell the Information Commissioner's Office (ICO) by calling 0303 123 1113 or visiting their website at [ico.org.uk](https://ico.org.uk).

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### **Will your data be shared abroad?**

Sometimes, your data might be used on systems outside the UK, like for emails or newsletters. If this happens, we make sure it's just as safe as it would be here.

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### **What if we want to use your data for something new?**

If we need to use your data for a new reason, we'll tell you first and explain why.

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### **Need help or have questions?**

If you have any questions or want to know more about how we use your data, you can contact:

**The Data Controller**  
Wrose Parish Council  
Highcroft Youth Centre  
Snowden Road, Wrose

Clerk@wrosexparishcouncil.gov.uk