

Horton-cum-Studley Parish Council

Privacy Notice

This sets out the type of information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact us, we record the information that you give us. We collect and use information about councillors, residents and contractors/suppliers. We are provided with a copy of the register of electors by Cherwell District Council. We do not sell personal information to other organisations. The Data Controller for your personal data is Horton-cum-Studley Parish Council.

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for example about services in the parish).
- To provide services to residents including sending information about current and future services (e.g. mailing lists for events, agendas or minutes).
- To enable other organisations to provide services to residents.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask external research agencies to do so on our behalf.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments.

Who might we share the information with?

We might share information where we consider this would be necessary or helpful, for example, with District or County Councils, emergency services or a Housing Association.

If you contact us, your communication is likely to be in the public domain unless you make it clear you do not wish it to be so and we are able to justify confidentiality under the relevant legislation. (If a planning matter, there is a requirement to publish).

Your contact details may be passed to external contractors to carry out surveys. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt.

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

How long do we keep data?

We retain data for as long as it is appropriate to the purpose for which it is collected. Where you exercise your right to removal of your personal data, we will continue to maintain a core set of

personal data to ensure we do not contact you inadvertently in future. We may also need to retain financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You are entitled to:

- know what personal information the Parish Council holds about you and how that information is processed.
- ask for your personal data to be corrected where you believe it is inaccurate.
- withdraw your consent to the processing of your personal data by the Council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is case and discuss your concerns directly with you before we stop processing your data.

If you wish to make any requests regarding your data or to complain about our management of your data, please contact:

The Clerk, Horton-cum-Studley Parish Council,
Kimber House, Horton Hill, Horton-cum-Studley, Oxford, OX33 1AY
Email: hortoncumstudleyparishcouncil@gmail.com

If you are dissatisfied with the handling of your complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal.

Contact details are: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Telephone: 0162 5 545745 or 03031231113 (local rate). Email: casework@ico.gov.uk