

WOODCOTE 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 create a record in your name. To that record we add information you give us. We keep records when you contact us. We collect and use information about councillors and employees. We are supplied with a copy of the register of electors by the district council. We do not sell personal information to other organisations.

We only hold basic personal information, eg contact details and we do not hold any sensitive personal data about members of the public.

We hold the personal data for only as long as we need to carry out the functions for which the personal data is held.

If you do want to receive information about services from the Parish Council we will ask you to make this choice when you contact us.

The data controller for your personal data is the Parish Clerk, Woodcote Parish Council.

How we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for allotments)
- To provide services to residents including sending you information about current and future services. This includes lists of current allotment holders and waiting lists for allotments. It includes a mailing list for newsletters.
- To provide certain online facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services.
- To allow 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 outside agencies to do so on our behalf, such as community surveys.
- To consult residents on issues such as Neighbourhood Plans. We will collect personal details to verify that responses are authentic. Data will be anonymised for processing and no personal details will be included in published results.
- To collect or process payments.

What is the legal basis for processing your personal data?

The Parish Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Parish Council's statutory functions and powers, eg handling of planning applications.

We may also process your personal data to enter into a contract with you, eg allotment tenancies, hire of facilities.

Sometimes the use of your personal data requires your consent, eg distribution of newsletters by email. We will first obtain your consent to that use.

Who might we share this information with?

We might share information with the district /county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us or email us your correspondence will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation, (this is very unlikely in the case of Planning matters).

Your rights and your personal data

You have the right to access personal data we hold on you. You can request the personal data we hold, the reason we hold the data, who has access to the personal data and where we got it from. You may also request that your personal data is deleted or corrected unless we need to hold the personal data to meet legal obligations. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administration fee.

Contact details

Parish Clerk, Parish Council Office, Village Hall, Reading Road, Woodcote RG8 0QY

Email: pc@woodcote-online.co.uk

Tel: 01491 681861