

Wheatley Parish Council Privacy Notice – external

Adopted 4 Nov 2019. Updated June 2021 (TBC)

This document sets out the type of personal information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it will be 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 that 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 or electors by the South Oxfordshire District council. We do not sell personal information to other organisations.

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (e.g. allotments)
- To provide services to residents including sending you information about current and future services. This includes a list of current allotment plot holders and waiting lists for allotments. It also includes mailing lists for newsletters.
- To allow other organisations to provide services to residents
- To carry out consultation or market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf.
- To produce statistical information
- To collect or process payments.

Who might we share the information with?

We might share information with the district/county council or emergency services where we consider this may 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 your letter 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 to be the case in planning matters).

Your contact details may be passed to contractors carrying out consultation work or surveys. Contractors will use your details only for that specific purpose and will then delete them.

If you are in debt to us, your details may be passed to a debt recovery agency for the purpose 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.

Transfer of data outside the EEA

Wheatley Parish Council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract.

How long do we keep data?

Our retention and disposal document is available from our website (www.wheatleyparishcouncil.gov.uk). Any changes made to this policy and our data protection/information will be publicised on the website and by other communication channels where appropriate.

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 the future. We may also need to retain some financial records about you for statutory purposes (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 is made.

How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data.

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 the case and discuss your concerns with you before we stop processing your data.

Please make any queries, requests or complaints to:

Clerk to the Parish Council, Wheatley Parish Council, 89 High St, Wheatley, Oxon, OX331XP, clerk@wheatleyparishcouncil.gov.uk

If you are dissatisfied with the handling of your request or complaint, you have a right to speak 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