

# Aston, Cote, Shifford & Chimney Parish Council

## Privacy Notice

This Notice sets out the type of information Aston, Cote, Shifford & Chimney Parish Council collects (or is 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.

**The data controller for all information covered by this Privacy Notice is Aston, Cote, Shifford & Chimney Parish Council.**

### **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 our councillors and our employees. We are supplied with a copy of the register of electors by the district council. We are supplied with a copy of planning applications in our parish by the district council.

### **How do we use your information?**

We use your personal information in the following ways:

- To process and respond to enquiries;
- To include contact details for local organisations on the parish website

### **Who might we share your information with?**

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

If you contact us your letter and/or email 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 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 organisations for crime prevention and detection purposes if required to do so.

We do not sell personal information to other organisations.

### **Automated Decision Making and Profiling**

We do not use any form of automated decision making or the profiling of individual personal data.

## **Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

## **Transfer of data outside the European Economic Area (EEA)**

We will only transfer your personal information outside the EEA where necessary safeguards have been secured by contract.

## **How long do we keep data?**

We only keep data for as long as necessary and in accordance with our Data Retention Policy, a copy of which is available on our website or from the Clerk via the contact details below.

We publish on our website any changes we make to our data protection/information management policies and will notify you 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 (name, address and email address) to ensure that we do not contact you inadvertently in the future.

## **How can I access the information you hold about me?**

You are entitled to know what personal information Aston, Cote, Shifford & Chimney Parish 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 by the council. You are entitled to ask for your personal data to be deleted.

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 may also have a lawful reason why we need to continue processing your data. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Clerk:

Mrs Elaine Anstee  
Aston, Cote, Shifford & Chimney Parish Council  
16 Foxwood Close, Aston, Bampton, OX18 2DZ  
Email – [clerk@astonoxon-pc.gov.uk](mailto:clerk@astonoxon-pc.gov.uk)  
Telephone – 01993 851847

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

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Email – [casework@ico.gov.uk](mailto:casework@ico.gov.uk)  
Telephone – 01625 545745 or 0303 123 1113 (local rate)