



# Sutton Courtenay 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 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.

The data controller for your personal data is Sutton Courtenay Parish Council.

### How do we use your information?

We use your personal information in the following ways

- To process enquiries and applications.
- To provide services to residents including sending you information about current and future services. It includes mailing lists for agendas or minutes.
- 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 research agencies to do so on our behalf. This might be done as part of preparing a Neighbourhood Plan if we carry out a survey to find out what the community thinks.
- 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 with the district/county councils, or their elected members, other public bodies, and emergency services where we consider this would be necessary or helpful. 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.



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## How long do we keep data?

We will publish on our website any changes we make to our data protection/information management policies and 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 to ensure we do not contact you inadvertently in future. We may also need to retain some 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 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.

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.

Please make any request for information to the Clerk to the Council. If you have a complaint then contact:

The Clerk to the Council, Sutton Courtenay Parish Council c/o Village Hall, Hobbyhorse Lane, Sutton Courtenay, OX14 4BB email: [info@suttoncourtenay-pc.gov.uk](mailto:info@suttoncourtenay-pc.gov.uk)

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. Contact details are:

The Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)