

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

## Privacy Notice

1. 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 United Kingdom.

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

2. 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 of electors by the district council. We do not sell personal information to other organisations.
3. The data controller for your personal data is Nuneham Courtenay Parish Council.



## How do we use your information?

4. We use your personal information to:
  - Process enquiries and applications
  - Produce aggregated statistical information, including data for monitoring equality of opportunity
  - Collect or process payments.

## Who might we share the information with?

5. We might share information with South Oxfordshire District Council or Oxfordshire County Council or 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 was considered necessary in an emergency or for health and safety reasons.
6. 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).

20a Harley Road, OXFORD, OX2 0HR

 07419 991623,  [clerk@nunehamcourtenay-pc.gov.uk](mailto:clerk@nunehamcourtenay-pc.gov.uk)

# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

7. 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

8. Nuneham Courtenay 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?

9. Nuneham Courtenay Parish Council's Records Management and Retention Policy can be found on the Council's website.
10. 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.
11. 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 (for example, 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?

12. You are entitled to:
  - Know what personal information the 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.
13. 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 directly with you before we stop processing your data.

20a Harley Road, OXFORD, OX2 0HR

 07419 991623,  [clerk@nunehamcourtenay-pc.gov.uk](mailto:clerk@nunehamcourtenay-pc.gov.uk)



# Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

14. Please make any requests or complaints to:  
The Parish Clerk, Nuneham Courtenay Parish Council. c/o 20a  
Harley Road, OXFORD, OX2 0HR  
Email: [clerk@nunehamcourtenay-pc.gov.uk](mailto:clerk@nunehamcourtenay-pc.gov.uk)
15. 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, Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF  
Telephone: 0303 123 1113 (local rate)  
Website: <https://ico.org.uk/>

This Privacy Notice was re-adopted without amendment by Nuneham Courtenay Parish Council at the Annual Meeting of the Council held on 9<sup>th</sup> May 2023 (minute ref 23/16).

20a Harley Road, OXFORD, OX2 0HR

 07419 991623,  [clerk@nunehamcourtenay-pc.gov.uk](mailto:clerk@nunehamcourtenay-pc.gov.uk)