

AMBROSDEN PARISH COUNCIL

www.ambrosdenpc.org.uk

Privacy Notice - DRAFT

About this Privacy Notice

This Privacy Notice explains how Ambrosden Parish Council (“the Council”) collects, uses, and protects personal data, including data collected through our website

www.ambrosdenpc.org.uk

We are committed to ensuring that your personal information is handled lawfully, fairly, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who We Are

Ambrosden Parish Council is a public body serving the residents of Ambrosden. This statement explains how we handle your personal data.

The Parish Council is the data controller for your personal data.

Contact details:

- Clerk to the Council: Jane Olds
- Address: 13 Oak Close, Bicester, OX26 3XD
- Email: clerk@ambrosdenpc.org.uk
- Telephone: 07749 974395

Data We Collect

We may collect and process the following types of personal data:

- Names;
- contact details (email addresses, postal addresses, and telephone numbers);
- information provided when you contact us, submit forms, or make enquiries;
- website usage data, including IP addresses and cookies
- records of correspondence and meetings.

How We Use Personal Data

We use personal data to:

- communicate with residents, councillors, and stakeholders including responding to enquiries and correspondence;
- send newsletters or updates (where you have opted in);
- manage council records and statutory duties;
- comply with legal and regulatory obligations.

Legal Basis for Processing

We process personal data under one or more of the following lawful grounds where:

- you have given consent
- it is necessary for the performance of our statutory duties;
- we have a legal obligation.

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Website and Cookies

Our website www.ambrosdenpc.org.uk may use cookies to help improve functionality and user experience.

Cookies are small text files placed on your device. You can control or disable cookies through your browser settings. Further details can be found in our Cookie Policy.

Sharing Your Data

We will not sell your personal data. We may share personal data with:

- suppliers acting on behalf of the Council
- statutory authorities where required by law.

We only share information where necessary and ensure appropriate safeguards are in place.

How Long We Keep Your Data

We keep personal data only for as long as necessary and in accordance with our retention policies and legal requirements.

Your Data Protection Rights

Under the UK GDPR you have the right to:

- access your personal data;
- ask for correction or deletion;
- restrict or object to processing;
- withdraw consent at any time (where processing is based on consent).

To exercise your rights, please contact the Clerk using the details above.

Complaints

If you are unhappy with how we handle your data, you have the right to complain to the Information Commissioner's Office (ICO):

- website: <https://www.ico.org.uk>
- telephone: 0303 123 1113

Changes to This Privacy Notice

We may update this Privacy Notice from time to time. The latest version will always be published on our website.

This policy was adopted at a meeting of the Parish Council on xx (Minute Reference xx) to be reviewed in two years or sooner should circumstance or legislation dictate.