

## KIRTLINGTON PARISH COUNCIL – PRIVACY NOTICE

Kirtlington Parish Council (KPC) as a Local Authority processes personal data in order to carry out the duties and functions of a Parish Council. This Privacy Notice is based on the advice on the General Data Protection Regulations (May 2018) given by the Oxfordshire Association of Local Councils to Parish Councils.

KPC is committed to ensuring that the information held and used is appropriate for this purpose, and does not constitute an invasion of your privacy. KPC will continue to review its data protection policy.

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

If you contact KPC about a personal or KPC issue, KPC may need to pass your personal data on to a third party in the course of dealing with you, such as local authorities, government agencies, public bodies, and so on. If you write to KPC 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).

Any third parties that KPC may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended.

KPC is supplied with a copy of the register of electors by Cherwell District Council. KPC will not sell any personal information to any other organisation, e.g. for commercial mailing lists.

### **What rights do I have to my personal data?**

At any point while KPC is in possession of or processing your personal data, you, the data subject, have the following rights:

Right of access – you have the right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records. 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.

Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

Right of portability – you have the right to have the data we hold about you transferred to another organisation.

Right to object – you have the right to object to certain types of processing, such as direct marketing.

Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

Right to judicial review: if our office refuses your request under rights of access, we will provide you with a reason why. You have the right to complain.

### **How can I contact KPC about my privacy?**

You can contact KPC by letter, email or telephone:

The Clerk, Kirtlington Parish Council, c/o West House, South Green, Kirtlington OX5 3HJ

[Kirtlingtonclerk@gmail.com](mailto:Kirtlingtonclerk@gmail.com)

01869 350995