WARBOROUGH PARISH COUNCIL — PRIVACY NOTICE

This notice tells you how Warborough

Parish Council uses your personal information.

Who we are

Warborough Parish Council is a **data controller** for the personal information it holds. We are registered with the Information Commissioner's Office (ICO). You can contact us about your data through the **Clerk**, who is responsible for data protection at the Council.

Contact: the Clerk, Warborough Parish Council — clerk@ws-pc.org.uk — The Greet Hall, 171 Thame Road, Warborough, OX10 7DG.

The information we collect

We collect only the information we need to carry out our work, such as your **name and contact details**, and information relating to your dealings with us — for example if you are a councillor, a member of staff, an allotment holder, hire a Council facility, are a contractor or supplier, or if you contact us about a Council matter.

Why we use it, and our lawful basis

We use your information to carry out the Council's functions and to respond to you. Depending on the situation, our lawful basis is usually:

- **Public task** — carrying out our statutory and public functions;
- **Legal obligation** — for example payroll, tax and audit;
- **Contract** — for employees, hirers and suppliers;
- **Consent** — for anything optional, such as joining a mailing list (you can withdraw consent at any time).

Who we share it with

We share information only where necessary and lawful — for example with HMRC, our payroll or

professional advisers, our auditors, or where the law requires it. **We do not sell your**

information or use it for marketing.

How long we keep it

We keep your information only as long as we need it, in line with the Council's retention schedule,

and then delete or destroy it securely.

How we keep it safe

We hold information on secure systems (managed IT and cloud services with access controls and

back-up) and keep any paper records securely.

Your rights

You have the right to ask us for a copy of the information we hold about you, to have it corrected

or, in some cases, erased, and to object to or restrict how we use it. To exercise any of these

rights, contact the Clerk. We will normally respond **within one month**.

Complaints

If you are unhappy with how we have handled your information you can complain to us, and you have

the right to complain to the **Information Commissioner's Office** — www.ico.org.uk — telephone

0303 123 1113.

Adopted by Warborough Parish Council on: 2nd September 2026 Minute reference: 2026/129

This Privacy Notice will be reviewed in two years, unless circumstances dictate otherwise.