

YARNTON PARISH COUNCIL

These regulations were adopted on 13.5.26 (Minute reference 23/2026-7.9) and will be reviewed annually or sooner should legislation dictate.

Privacy notice

1. Who We Are

Yarnton Parish Council is the data controller for the personal information it processes.

Contact Details:

Clerk to the Council
Yarnton Parish Council
Yarnton Village Hall
The Paddocks
Yarnton
OX51TE

Email: clerk@yarnton-pc.gov.uk

Telephone: 01865 378476

The Council is registered with the Information Commissioner's Office (ICO).

2. What Information We Collect

The Council may collect and process personal information including:

- Names, addresses, telephone numbers and email addresses
- Correspondence sent to or from the Council
- Information relating to complaints, comments or enquiries
- Financial information where necessary for payments or grants
- Employment information relating to staff recruitment and administration
- Allotment tenancy information
- Burial ground records
- CCTV images where CCTV is in operation
- Supplier and contractor details
- Information required for statutory functions and local government administration

3. How We Collect Information

Personal information may be collected through:

- Emails, letters and telephone calls
- Council forms and applications
- Website enquiries
- Grant applications
- Employment applications
- Meetings and consultations

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- CCTV systems
- Information provided by third parties where lawful

4. Why We Use Personal Data

The Council processes personal data to:

- Deliver local council services
- Manage facilities, allotments and burial grounds
- Respond to enquiries and correspondence
- Process payments, grants and contracts
- Manage staff employment and recruitment
- Meet legal obligations
- Exercise official local authority functions
- Maintain security and prevent crime
- Administer consultations and community engagement

5. Lawful Bases for Processing

Under UK GDPR, the Council relies on one or more of the following lawful bases:

- Legal obligation
- Public task
- Contract
- Consent
- Legitimate interests

6. Sharing Personal Data

The Council may share personal information with:

- Government bodies and regulators
- Contractors and service providers
- Payroll and pension providers
- Auditors and insurers
- Law enforcement agencies where required by law
- Other local authorities or public bodies

Information will only be shared where lawful and necessary.

The Council does not sell personal data.

7. Data Security

The Council takes appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse or disclosure.

8. How Long We Keep Information

Personal data is retained only for as long as necessary and in accordance with the Council's retention policies, legal obligations and operational requirements.

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9. Your Rights

Under UK GDPR, individuals have rights including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure (in certain circumstances)
- The right to restrict processing
- The right to object
- The right to data portability
- Rights relating to automated decision-making

10. Complaints

If you are unhappy with how the Council handles your personal information, you should contact the Council first.

You also have the right to complain to the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>

11. Website and Cookies

The Council website may collect limited technical information such as IP addresses, browser type and usage statistics.

Cookies may be used to improve website functionality.

12. Changes to This Notice

This Privacy Notice may be updated periodically to reflect legal, operational or regulatory changes. The latest version will be published by the Council.

Recommended accompanying policies: Data Protection Policy, Retention Schedule, Information Security Policy, SAR Procedure, Breach Reporting Procedure and CCTV Policy.