



# Bledlow-cum-Saunderton Parish Council

Parish Clerk, Bledlow-cum-Saunderton PC, PO Box 324, Chinnor OX9 0ES  
Email: [clerk@bcspc.org.uk](mailto:clerk@bcspc.org.uk)  
Website: [www.bledlow-cum-saundertonparishcouncil.org.uk](http://www.bledlow-cum-saundertonparishcouncil.org.uk)

## Privacy Notice

Bledlow-cum-Saunderton Parish Council ("the Council") complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, which came into effect on 25 May 2018. The Council is committed to keeping any personal information provided to it safe, secure accurate and up to date. It will not keep your information for longer than necessary.

This privacy notice explains how we use your personal information and the ways in which we protect your privacy, and applies to all personal data collected for or on behalf of the Council. This includes information collected by letter, email, telephone, face-to-face or online. Much of this information will be collected directly from you, but some will come from other sources including local and central government and health authorities.

This notice may be reviewed from time to time, so please check with the Council or via the website each time you submit personal data to us.

## What personal information we process

The Council may collect and process the following personal information about you:

- Your names, title and aliases
- Your contact details such as telephone numbers, address and email address
- Where relevant, your gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants

The Council may also collect and process special categories of data where necessary, including information about your health and medical conditions. This data would only be used in one of the following circumstances:

- With your explicit written consent
- Where the Council needs to carry out its legal obligations
- Where necessary to protect your vital interests

## How we use your personal information

We collect and use your personal information so we can provide you with statutory and other services. We use your information for the purpose for which you provided the information, including the delivery of services to you. We also use this information to monitor our performance in responding to your request.

We use your information in the following ways:

- to tell you about services and provide services appropriate to you, for example highlighting additional help or services that maybe available
- for insight purposes to allow us to analyse patterns and trends in service usage
- for service and financial planning, to help us create policy and inform decision-making, e.g. identifying where new facilities/infrastructure are most needed
- to process financial transactions including payments involving the Council
- to help us to verify your identity if you ask us for services
- to ensure that the council meets its duties, including those relating to health and safety
- where necessary for law enforcement functions where the Parish Council is legally obliged to carry out such processing
- to help investigate any concerns or complaints you may have about the services you receive
- where otherwise allowed under law

Services such as education and social care, protection of vulnerable children and adults, and the support of public health and well-being may involve collecting, using and sharing sensitive personal data as defined by law. The Council does not disclose or share sensitive or confidential information without your explicit consent, except in a small number of situations where disclosure is allowed by law, or where we have good reason to believe that failing to do so would put you or someone else at risk.

The Council is obliged to protect public funds. We may use personal information and data-matching techniques to help us to detect and prevent fraud and ensure public money is spent in the most appropriate and cost-effective way. In order to achieve this, we may share information with other organisations which audit or administer public funds. This includes the Audit Commission, other local authorities, HM Revenue and Customs and the police. We may use personal information to identify people who will need extra support during emergencies or major incidents such as a pandemic.

We are keen to ensure that we are providing the services that are needed and may contact you to make you aware of services or support which could be of interest to you. We may invite you to sign up for other services at the same time (for example, a regular mailing list). You can choose not to accept this invitation.

We may also ask for feedback on how we are performing, or ask for your views on services which you have been using.

You may not want us to collect or share your personal information, or you may set conditions on how we can use it. In these cases we may not be able to provide with the service you need, or may only be able to provide it in a limited way. There are occasions when we have a statutory obligation to collect or use personal information. In those cases we will not be able to agree to your request.

We may use ethnic, gender, sexual orientation and age information (ie equalities data) to compile statistics in order to comply with equality legislation and assist in planning and service provision. Such data does not identify individuals or affect your entitlement to services.

### **Third parties**

The information we collect may be shared between the Council and other organisations, such as government bodies, the police, health and social care organisations and educational establishments.

We will only share your personal information when we are permitted to or are required to by law or we have your consent to do so as required by law. This may include processing by an external service provider acting on our behalf to provide services.

The Council does not pass personal data to other organisations for marketing purposes without your consent.

### **Where we store your information and how long we keep it**

All information you provide to the Council will be stored in our databases on secure servers located in the UK or elsewhere in the European Union. Although the transmission of information via the internet is not completely secure (and transmission by you will be at your own risk), once received the Council will use strict procedures and security features to try to prevent unauthorised access.

The Council will only keep your personal data within the time-frames allowed by law and so long as is necessary to comply with its legal obligations.

## **Email**

Emails that we send to you or you send to us may be kept as a record of contact. We may also store your email address for future use. If we need to email sensitive or confidential information to you, we will check that we are using the correct email address and may use additional security measures. If you need to send us sensitive information, we recommend you use encrypted email or the postal service.

## **Your rights**

You can ask us to stop processing your personal data in relation to any Council service.

This may delay or prevent us delivering a service to you. We will try to meet your request but we may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information we hold about you.

If you find that the information that the Parish Council holds about you is no longer accurate, you have the right to ask to have this corrected. We may not always be able to change or remove the information. However, we will correct factual inaccuracies and may include your comments in the records.

For further information on your rights under GDPR and the Data Protection Act 2018, please refer to the Information Commissioner's website [www.ico.org.uk](http://www.ico.org.uk).

## **Queries and complaints**

If you would like further information or have a complaint about any of the details in this notice, please contact us by email or post:

**Email:** [clerk@bcspc.org.uk](mailto:clerk@bcspc.org.uk)

**Post:** The Parish Clerk, Tracey Martin, Bledlow-cum-Saunderton PC. PO Box 234, Chinnor, OX9 0ES

**Phone:** 07843 975097

Alternatively you can contact the Information Commissioner's Office on 0303 123 1113 or via the ICO website [www.ico.org.uk](http://www.ico.org.uk).

## **External links**

The Council website contains external links to third party sites. The Council's privacy notice applies only to information collected by or on behalf of the Council. If you go to another website, you should read their privacy notice before you give them any personal details.

## **Cookies**

Cookies are pieces of data created when you visit a site and contain a unique, anonymous number. They are stored in the cookie directory of your hard drive and do not expire at the end of your session. Cookies do not contain any personal information about you and cannot be used to identify an individual user.

Cookies are used to improve services for you, for example:

- by enabling a service to recognise your device so you don't have to give the same information several times during one task
- in measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast

## **The Council's use of cookies**

Google Analytics sets cookies to help the Council accurately estimate the number of visitors to the website and volumes of usage. This to ensure that the service is available when you want it and fast.

The Council also uses cookies for collecting non-personal user information from the site, and may use this data to enable the remarketing of the Council's services on external websites.

The Council's website site uses Google Analytics code to gather statistical information. For more information on how Google Analytics processes this information, visit the [Google Analytics website](#).

**Opting out of cookies**

Although your browser may be set up to allow the creation of cookies, you can specify that you be prompted before a site puts a cookie on your hard disk, so that you can decide whether to allow or disallow the cookie. Alternatively, you can set your computer not to accept any cookie.

The availability of Council services is not dependent on you agreeing to the use of cookies.