**Bampton Parish Council Privacy Notice**

In order to perform our statutory functions efficiently and effectively and provide further services to our parishioners Bampton Parish Council may need to obtain, hold and use personal information. This Privacy Notice sets out how we do this. It may change from time to time.

**How do we collect personal data?**

This is usually received from the individual concerned on an application or online form. Other sources are from CCTV and personal correspondence such as letters and telephone calls. It may also be provided by Government Departments such as Her Majesty’s Revenue & Customs or other Local Government bodies such as the County and District Councils (e.g. for planning matters).

**What personal information may we collect about you?**

We collect and process the following categories of personal information but only what is relevant for the service you need. We may not be able to provide you with a service unless we have enough information, or your permission to use that information. Information may also be used to prevent and detect fraud and corruption in the use of public funds.

* Contact details such as name, address and telephone number
* Club membership details
* Date of birth
* Your signature
* Information about relatives or people who act on your behalf
* National Insurance number
* Account details

**How may we use your personal information?**

The Parish Council uses your personal information for the purposes of:

* Complying with our legal and regulatory obligations including protection of the public purse
* Ordering goods & services and Payment of invoices
* Allotments management
* Cemetery management
* HR & Payroll for staff
* Public safety and crime prevention

**On what basis do we use your personal information?**

The Parish Council uses your personal information:

* As required by our legal, statutory and regulatory obligations
* In order to perform our contractual obligations with you
* To meet our legitimate interests such as auditing its records, preventing fraud and for public safety.

**How do the Parish Council keep your information safe?**

Through a number of physical, technical, procedural and electronic steps.

**How long will the Parish Council keep your personal information?**

Only as long as it is necessary to comply with applicable laws. After this time the Parish Council will erase or archive it so that it is beyond use.

**Who may the Parish Council share information with?**

We may pass personal data to third parties such as Government Departments, other Local Government bodies or Contractors but only where it is necessary to:

* Enable the Council to provide a service to the person concerned or allow a third party working on behalf of the Council to provide a service
* Comply with a legal obligation

At no time will your information be passed to external organisations for marketing or sales purposes.

**Bampton Parish Council do not process data outside the United Kingdom**

**What are your rights with respect to your personal information?**

Under applicable law you have the right to:

* Be informed about the processing of your personal information
* Request a copy of your personal information
* Request the correction and/or deletion of your personal information
* Request the restriction of object to the processing of your personal information
* Request transfer of the personal information you have provided to the Parish Council in machine readable format to another body
* Complain to the Information Commissioner’s office if our privacy rights are violated or if you have suffered as a result of unlawful processing of your personal information
* Object to direct marketing

If you would like to exercise any of these rights please write to the Clerk at 1 Belgrave Cottages, Church Street, Bampton, OX18 2NA.