

West Hagbourne Parish Council Privacy Notice

Adopted: 6 May 2026

This is the privacy notice for West Hagbourne Parish Council, the Parish Council for the Parish of West Hagbourne in Oxfordshire. It explains how we collect and use personal information (information relating to living, identifiable individuals).

Contact details

Email: parishclerk@westhagbourne.org

What information we collect, use, and why

We collect or use the following information to **provide our services and exercise our responsibilities as a Parish Council (and to maintain our records of doing so)**:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth
- Emergency contact details
- Photographs or video recordings
- Right to work information (for our employees, such as our Clerk)
- Health and care needs information and information about support requirements (for our Emergency Plan or otherwise as part of our function)
- Records of our meetings, communications and decisions

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Payment or banking details

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Financial transaction information
- Health and safety information
- Safeguarding information

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Address
- Correspondence
- Information relating to compliments or complaints

Your data protection rights

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- Your right to erasure - You have the right to ask us to delete your personal information.
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information.
- Your right to object to processing - You have the right to object to the processing of your personal data.

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide our services and exercise our responsibilities as a Parish Council (and to maintain our records of doing so)** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.
- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information to **comply with legal requirements, for dealing with queries, complaints or claims** and to **receive donations or funding and organise fundraising activities** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

Where we get personal information from

- Directly from you (for example at our meetings, via the website or via email to us)
- Other village residents
- Family members or carers
- Oxfordshire County Council or South Oxfordshire District Council
- Village groups (such as the Village Association)
- Service providers (such as the businesses we engage to cut grass verges or undertake other activities around the village)

How long we keep information

We will only keep personal information for as long as the law allows and as long as we need it. Some information may need to be kept permanently, if required. Financial records will usually be kept for 8 years to comply with HMRC requirements. Information relating to personal injury and contractual claims will normally be kept for 6 years. Generally, we will delete personal information once we no longer need it.

Who we share information with

- The IT support service provider who hosts and maintains our village website (if we are in communication with you in relation to the website)
- Oxfordshire County Council or South Oxfordshire District Council (where necessary as part of our function)
- Emergency services

- Village groups (such as the Village Association) where needed
- Service providers (such as the businesses we engage to cut grass verges or undertake other activities around the village) where needed
- Organisations we're legally obliged to share personal information with
- Professional advisors

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

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