

Charlton On Otmoor Parish Council

Privacy Notice

Our Contact Details:

S Hatwell - Clerk
Charlton On Otmoor Parish Council
Willsden, High Street
Charlton On Otmoor. OX5 2UQ
Email: clerk@coopc.co.uk

How we get the information and why do we have it.

When you contact us for enquiries/quotes, a file is created with information that you have supplied. This may be in the form of post or electronically and include telephone numbers and email addresses.

We have information on Councillors and employees.

We are supplied with a copy of the register of electors by the Cherwell District Council. We do not sell personal information to other organisations.

What we do with the information and how we store it.

We use the information that you have given us in order to respond to your enquiries. We will keep this information until the request has been resolved or in the case of allotment tenants, until the tenancy has finished or once the quote has been accepted or refused.

To collect or process payments.

If you write to us whether through email or post, your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Information received through email is kept on the Parish Council laptop. Postal is kept in a locked filing cabinet in the clerk's 'office'. It is deleted from the laptop and paper correspondence is shredded.

- Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.
- Individuals have the right to access their personal data.
- This is commonly referred to as subject access.
- Individuals can make a subject access request verbally or in writing.
- You have one month to respond to a request.
- You cannot charge a fee to deal with a request in most circumstances.

