

AYNHO PARISH COUNCIL

Privacy Notice

Aynho Parish Council is committed to protecting your personal data and respecting your privacy.

This Privacy Notice explains how we collect, use and protect personal information when you interact with the Council, whether through our website, by email, telephone, in writing, or in person.

1. Who We Are

Aynho Parish Council is a public authority and acts as a **Data Controller** under the UK General Data Protection Regulation and the Data Protection Act 2018.

We are registered with the Information Commissioner's Office (ICO).

Contact details:

Clerk to Aynho Parish Council

Email: [insert council email address]

Website: <https://aynho-pc.gov.uk>

2. What Personal Data We Collect

We may collect and process:

a) Identity & Contact Information

- Name
- Address
- Email address
- Telephone number

b) Correspondence

- Emails, letters and other communications sent to the Council

c) Pavilion / Facility Hire Information

- Booking details

- Contact information
- Payment information

d) Planning & Representation Data

- Representations submitted to the Council
- Supporting documents

e) Employment & Councillor Data

- Payroll information
- Emergency contact details
- Contract information

f) Supplier & Contractor Information

- Contact details
- Banking details for payment

g) Website Usage Data

- IP address
- Browser type
- Device information
- Cookies and analytics data

We only collect information that is necessary and relevant to our functions.

3. How We Use Your Information

We process personal data to:

- Carry out our statutory functions
 - Respond to enquiries and correspondence
 - Administer facility hire bookings
 - Manage contracts and payments
 - Maintain financial records
 - Comply with legal and audit requirements
 - Improve our website
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4. Lawful Basis for Processing

We process personal data under the following lawful bases:

- **Public Task** – exercising official authority and statutory functions
- **Legal Obligation** – compliance with audit, employment, and financial regulations
- **Contract** – where processing is necessary for a hire agreement or employment contract
- **Consent** – where required (e.g. optional communications or cookies)

We do not rely on “legitimate interests” for core public functions.

5. Who We Share Your Data With

We may share personal data where necessary with:

- Professional advisers (e.g. accountants, auditors)
- IT and website providers
- Contractors providing services to the Council
- Principal authorities or regulators where required by law

We will only share the minimum necessary information.

We do not sell personal data.

6. Data Retention

We retain personal data only for as long as necessary and in accordance with our Retention Schedule.

Retention periods vary depending on the type of information, for example:

- Financial records – typically 6 years
- Contracts – typically 6 years after expiry
- Planning representations – in line with statutory requirements
- Employment records – in accordance with employment law

Data is securely destroyed when no longer required.

7. Data Security

We implement appropriate technical and organisational measures including:

- Secure email systems
 - Password protection and multi-factor authentication where available
 - Secure storage of paper records
 - Restricted access to sensitive data
 - Secure disposal of confidential waste
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8. Your Rights

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Request data portability (where applicable)

Requests should be made in writing to the Clerk.

We will respond within one calendar month.

If you are dissatisfied with how we handle your data, you may complain to the Information Commissioner's Office via <https://ico.org.uk>.

9. Cookies & Website Analytics

Our website uses cookies to:

- Enable essential functionality
- Monitor website usage
- Improve user experience

You can control cookie settings through your browser.
A separate Cookie Schedule is available on the website.

10. Links to Other Websites

Our website may contain links to third-party websites.
We are not responsible for the privacy practices of those sites.

11. Changes to This Privacy Notice

We may update this Privacy Notice from time to time.
The latest version will always be available on our website.

Adopted by Aynho Parish Council on: _____
Review date: _____
