

BLACKBIRD LEYS PARISH COUNCIL

Privacy Notice

How we use your personal information

Data Controller	Blackbird Leys Parish Council
Responsible Officer	Parish Clerk
Contact	clerk@blackbirdleysparishcouncil.gov.uk
Date published	31 March 2026
Review date	March 2027

1. Who We Are

Blackbird Leys Parish Council is a local authority and a Data Controller registered with the Information Commissioner's Office (ICO). This means we are responsible for deciding how and why we hold and use your personal information.

You can contact us at: clerk@blackbirdleysparishcouncil.gov.uk

2. What This Notice Covers

This Privacy Notice explains how Blackbird Leys Parish Council collects, uses, stores and protects your personal information. It applies to all individuals whose data we process, including residents, councillors, staff, contractors, and anyone who contacts or engages with us.

This notice should be read alongside our Data Protection Policy, which sets out our internal responsibilities and procedures in more detail.

3. What Personal Data We Collect and Why

The table below sets out the main purposes for which we process personal data, the lawful basis we rely on, and how long we keep it.

Purpose	Lawful basis	Data held	Retention
Council administration and governance	Public task (Article 6(1)(e) UK GDPR)	Names, contact details, correspondence, meeting papers, register of interests	Current year plus 6 years minimum
Clerk employment and payroll	Legal obligation and contract	Employment records, payroll, HMRC records, pension, appraisal records	6 years after employment ends
Responding to residents' correspondence and enquiries	Public task / Legitimate interests	Name, contact details, content of correspondence	Current year plus 2 years
Planning application consultation responses	Public task	Name, contact details, representations submitted	Current year plus 6 years
Grant applications and awards	Public task / Legal obligation	Name, contact details, bank details, application details	6 years for accounting purposes
Community engagement and Neighbourhood Plan	Public task / Consent	Name, contact details, views and feedback provided	Duration of project; consent-based data deleted on withdrawal

Financial management and audit	Legal obligation	Supplier and contractor contact details, payment records	6 years minimum
Events organisation	Legitimate interests / Consent	Name, contact details of participants or volunteers	12 months after event
ICO registration and data protection compliance	Legal obligation	Clerk contact details	Duration of registration

4. Special Category Data

We may occasionally process special category data — for example, health information relating to the Clerk's employment (such as sickness absence). We only do this where we have both a lawful basis and an additional condition under Schedule 1 of the Data Protection Act 2018.

5. Who We Share Your Data With

We will only share your personal data where we have a lawful basis to do so. We may share data with:

- HMRC — for payroll and tax obligations
- Our bank — for payment processing
- Our internal and external auditors — for audit and accountability purposes
- Oxfordshire County Council — for pension administration
- Oxfordshire Association of Local Councils (OALC) — for training and support
- Contractors carrying out work on behalf of the council — under appropriate data processing agreements
- Other public authorities — where required by law

We do not sell your personal data. We do not share it for marketing purposes.

6. How Long We Keep Your Data

We keep personal data only for as long as is necessary for the purpose it was collected. The retention periods above are based on legal requirements and good practice guidance. When data is no longer needed, it is securely deleted or destroyed.

7. How We Keep Your Data Secure

We take appropriate steps to protect your personal data, including:

- Using an authority-owned email domain (clerk@blackbirdleysparishcouncil.gov.uk) for all official communications
- Password-protecting electronic devices and accounts
- Storing paper records securely
- Restricting access to personal data to those who need it
- Using council-managed cloud storage (Dropbox, Google Drive, and Parish Online for asset data)

8. Your Rights

Under UK data protection law, you have the following rights in relation to your personal data held by us:

Right to be informed	You have the right to know how we use your personal data — this notice fulfils that obligation.
Right of access	You can request a copy of the personal data we hold about you (a Subject Access Request).

Right to rectification	You can ask us to correct inaccurate or incomplete data.
Right to erasure	You can ask us to delete your data in certain circumstances.
Right to restrict processing	You can ask us to stop processing your data in certain circumstances.
Right to object	You can object to us processing your data where we rely on public task or legitimate interests as our lawful basis.
Rights related to automated decision-making	We do not make decisions about you using automated processing.

To exercise any of these rights, please contact the Parish Clerk in writing at clerk@blackbirdleysparishcouncil.gov.uk. We will respond within one calendar month.

9. Cookies and Website Data

Our website is hosted on Wix. Information about how the website uses cookies and processes visitor data is set out in the website's cookie policy. We do not use your website visit data to identify you personally.

10. Complaints

If you are unhappy with how we have handled your personal data, please contact the Parish Clerk in the first instance. If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Website: www.ico.org.uk

Telephone: 0303 123 1113

11. Changes to This Notice

We may update this Privacy Notice from time to time. The current version will always be published on our website. This notice was last reviewed on 31 March 2026.