

Data Protection policy

A. Information we hold

	Data about	Details	Lawful basis	Retention
1	Employees	Address, telephone, email, PAYE, pension, CV, references.	Legal obligation.	Tax data: 6 years after employee leaves; CV and references: 1 year after employee leaves.
2	Councillors	Address, telephone, email. (Note: declarations of interests are held by Vale of White Horse D.C.)	Public task. Consent for website entry.	1 year after Councillor leaves office.
3	Casual vacancies for Councillors	Address, telephone, email, CV.	Public task.	6 months after Councillor leaves office or end of 4 year cycle.
4	Allotment holders	Address, telephone, email, tenancy agreement, payment records.	Contract.	6 years after end of tenancy.
5	Letting paddock	Address, telephone, email, letter of application, tenancy agreement, payment records.	Contract.	6 years after end of tenancy.
6	Parishioner of the Year	Address; letters of nomination.	Legitimate interest. Consent for website entry.	Until an award is made or the nominee is no longer being considered for an award.
7	Volunteers	Address, telephone, email.	Legitimate interest.	Until the data subject is no longer willing or able to volunteer.
8	Personal contact by parishioners	Address, telephone, email, letters and emails.	Public task.	Until the case is closed.
9	Service providers and contractors	Address, telephone, email; references, quotations, insurance policy details.	Contract.	6 years after the end of service or contract.
10	Electoral roll	As supplied by Vale of White Horse D.C. The data is password-protected.	Public task.	Until next the version is provided.

B. Privacy notice

The attached privacy notice gives details of what information we collect, how we use that information, who we share that information with, and how the data subject can access the data which we hold about him or her.

C. Sharing data

Marcham Parish Council does not normally share data with any other organisation except in the following situations

1	PAYE data for employees is shared with HMRC. Pension data is shared with Oxfordshire County Council. Any data relating to financial activity is available to the Council's Auditors.
2	In the case of a personal contact by a parishioner, it may be appropriate to share the data with other agencies – for example, a District or County Councillor, emergency services or a Housing Association.
3	If you contact us, your communication is likely to be in the public domain unless you make it clear you do not wish it to be so <u>and</u> we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).
4	The Council may share the data it holds with other organisations in the case of suspected wrong-doing or non-payment of any debt owed to the Council.

D. Data Breaches

Data is held electronically on computer and/or in paper form. If any member of the Council suspects there has been a data breach, he or she will report it as soon as possible to the Data Protection Officer. The D.P.O. will assess whether a breach has occurred and, if it has, whether the breach is likely to result in a high risk to the rights and freedoms of the data subject(s). The D.P.O. will then take the appropriate action according to that assessment.