

Shrivenham Parish Council (SPC)

Privacy Policy

Last updated: April 2026

Shrivenham Parish Council (SPC) is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal information in the course of delivering statutory parish services, including the management of **allotments**, **cemeteries**, and wider council governance.

1. Who We Are

Shrivenham Parish Council is the first tier of local government for the village of Shrivenham, Oxfordshire. We are a public authority and data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller: Shrivenham Parish Council

Address: Memorial Hall, Highworth Road, Shrivenham, SN6 8BL

Email: clerk@shrivenhamparishcouncil.org

2. What Personal Data We Collect

We collect and process personal data only where necessary to carry out our statutory duties. This may include:

Allotments

- Name, address, email, telephone number
- Plot allocation and tenancy records
- Payment and invoicing information
- Waiting list applications

Cemeteries

- Burial and interment records
- Grave ownership information
- Next of kin and contact details
- Exclusive Rights of Burial documentation

General Council Administration

- Correspondence with residents (**including but not subject to email address gathered via consent of residents to share monthly updates via mailing lists**)
- Planning consultation responses
- Freedom of Information (FOI) and Subject Access Requests (SARs)
- Complaints and enquiries
- Councillor declarations and governance records

We do not collect more information than is necessary for each purpose.

3. Lawful Bases for Processing

We process personal data under the following lawful bases:

- **Public Task:** Most council functions, including allotment and cemetery management, statutory consultations, and governance.
 - **Legal Obligation:** Compliance with legislation such as the Local Government Act, Burial Acts, FOI Act, and retention regulations.
 - **Contract:** Where we enter into tenancy agreements (e.g., allotments).
 - **Consent:** Only where explicitly required (e.g., mailing lists). Consent can be withdrawn at any time.
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4. How We Use Your Information

Your data may be used to:

- Manage allotment tenancies and waiting lists
- Administer cemetery records and burial rights
- Respond to enquiries and provide council services
- Maintain statutory registers and governance documents
- Process payments and issue invoices
- Communicate essential service updates
- Meet legal and audit requirements

We do not use your data for marketing.

5. Data Sharing

We only share personal data when necessary and lawful. This may include:

- **Registrar services** (for cemetery administration)
- **Contractors or maintenance providers** working on council-managed land
- **Auditors** (internal and external)
- **Oxfordshire County Council** or other statutory bodies
- **Law enforcement**, where required

We do not sell or pass your data to third parties for commercial purposes.

6. Data Retention

We retain personal data in accordance with statutory retention schedules and local government best practice.

Examples:

- Cemetery records: **permanent retention**
 - Allotment tenancy records: **6 years after termination**
 - Financial records: **6 years**
 - Correspondence: **as required for council business**
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7. How We Store and Protect Your Data

We take appropriate technical and organisational measures to safeguard your information, including:

- Secure digital storage with access controls
 - Encrypted email where appropriate
 - Locked physical filing systems
 - Staff and councillor data protection training
 - Regular audits and compliance checks
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8. Your Rights Under UK GDPR

You have the right to:

- Access your personal data
- Request correction of inaccurate information
- Request deletion (where applicable)
- Restrict or object to processing
- Request data portability (where applicable)
- Withdraw consent (if consent is the lawful basis)

To exercise your rights, contact the Clerk using the details above.

9. Complaints

If you have concerns about how your data is handled, please contact us first so we can resolve the issue.

If you remain dissatisfied, you may contact:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

www.ico.org.uk

10. Updates to This Policy

We may update this Privacy Policy to reflect changes in legislation or council operations. The latest version will always be available on our website or upon request.

Shrivenham Parish Council is committed to transparency, accountability, and the respectful handling of all personal information entrusted to us.

Adopted on: 06/05/26