



# Old Woughton Parish Council Privacy Notice

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**Reviewed and adopted March 2026**

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## 1. Introduction

Old Woughton Parish Council, henceforth referred to as “the Council”, is committed to protecting your personal data and respecting your privacy. This Notice explains how we collect, use, share and safeguard your information in line with UK GDPR, the Data Protection Act 2018, and the Data (Use and Access) Act 2025 (DUAA), which introduced important updates to UK data-protection rules.

## 2. What Personal Data Is

“Personal data” is any information about a living individual who can be identified from that information, either directly (e.g., name, address, email) or indirectly when combined with other information. This includes written, electronic, photographic, audio-visual, and online-identifier data.

## 3. Who We Are (Data Controller)

Old Woughton Parish Council is the Data Controller for the personal data we process.

Contact: Old Woughton Parish Council  
PO Box 6548  
Milton Keynes  
MK10 1AB

Email: [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk)

The Council is responsible for meeting modern data-protection standards, including the new 2025 Digital and Data Compliance requirements introduced under the Practitioners’ Guide (Assertion 10).

## 4. Other Organisations We May Work With

Where necessary, we may share or jointly process personal data with:

- Milton Keynes Council, The Parks Trust, other parish councils
- Community groups and volunteer organisations
- Consultation bodies, agencies, regulators

- Contractors and service providers working on behalf of the Council

If processing is joint, we and the partner organisation are collectively responsible. If processing is independent, each organisation is separately responsible.

## **5. Personal Data We Collect**

We may process some or all of the following:

- Names, titles, aliases, photographs or images (e.g., newsletters, website)
- Postal addresses, email addresses, telephone numbers
- Information relevant to council services (e.g., allotment tenancy details, event registration)
- Financial information when making or receiving payments (e.g., allotment fees)
- Correspondence and records of interactions with the Council
- Information needed to support accessibility needs (e.g., mobility requirements)

We collect only what is necessary, in line with ICO guidance.

## **6. Special Category Data**

We only process special category data (e.g., health information) in limited circumstances, such as:

- With your explicit consent
- To comply with legal obligations
- Where required for safeguarding or public-interest duties
- To protect vital interests where you cannot give consent

We apply enhanced protections as required by UK GDPR.

## **7. How We Use Your Data**

We process your personal data to:

- Provide and manage council services
- Respond to enquiries and requests
- Communicate via post, email, phone, or social media
- Manage statutory functions, governance, and legal obligations
- Maintain financial records and manage transactions
- Consult with residents on local issues
- Publish required transparency information
- Prevent and detect fraud or crime
- Support community safety (including limited use of CCTV)
- Deliver newsletters, service updates, and local information

## **8. Lawful Bases for Processing**

We rely on one or more of the following:

- **Legal obligation:** complying with laws that govern parish councils
- **Public task:** performing duties in the public interest or in our official capacity
- **Contract:** delivering a service you have contracted for (e.g., allotment tenancy)
- **Consent:** where you have opted-in (e.g., mailing list subscriptions)
- **Vital interests:** where necessary to protect life

## 9. Sharing Your Data

We may share personal data with:

- Public authorities
- Contractors providing services on our behalf
- Not-for-profit partners involved in joint community projects

All partners are required to apply appropriate security measures and comply with data-protection law. We do **not** sell your personal data.

## 10. International Data Transfers

Where data is transferred outside the UK (e.g., website access from abroad), we ensure appropriate safeguards are in place as required by UK GDPR and updated DUAA rules on international transfers.

## 11. Data Retention

We keep data only as long as necessary for the purposes collected, in line with:

- Legal obligations
- Audit, accountability, and record-keeping requirements
- Statutory time limits for claims

ICO guidance requires retention periods to be clearly defined and reviewed.

## 12. Your Rights

You have the following rights under UK GDPR:

- **Access** to your personal data
- **Correction** of inaccurate data
- **Erasure**, where appropriate
- **Restriction** or **objection** to processing
- **Data portability**, where applicable
- **Withdrawal of consent** (where consent is the lawful basis)
- **Right to complain** to the Information Commissioner's Office

## 13. Contact Us

To exercise your rights or ask questions about this Notice:

Contact: Old Woughton Parish Council  
PO Box 6548  
Milton Keynes  
MK10 1AB

Email: [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk)

### **Review History**

August 2018	New Policy
July 2020	Minor changes
March 2026	Minor changes