

# PRIVACY NOTICE

Sonning Common Parish Council is committed to providing the highest quality services. That is why we want to be completely transparent about why we need the personal details we request and how we will use them.

This notice is designed to explain how and why information about you will be used by Sonning Common Parish Council. The organisation may update this notice at any time and may also notify you in other ways from time to time about the way that we use your personal information.

## How will we use information about you?

The organisation collects personal information in order to perform its key services. We are responsible by law for decisions relating to the security and use of your personal data. We will not use your information without your permission for purposes not directly related to the service we provide. It might be necessary to share your information for a purpose not related and without your permission if:

- your health or safety, or that of others, is at risk
- we need to comply with a legal obligation.

## How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- Sonning Common Parish Council will take steps to ensure that your information is kept safe and that it is always accurate and up-to-date
- only staff who need to do so will access your personal information
- your personal details will be retained in accordance with our retention schedule (available upon request).

## What are your rights?

Under the General Data Protection Regulations, you have a right to:

- be informed about the use of your information
- request a copy of the personal data we hold about you
- correct any inaccuracies in relation to your information
- withdraw your photo/video consent at any time so that no future contact is made or no future use of your images are made
- withdraw your data consent at any time so that no future contact is made.

## Changing your communication choices

If at any time you wish to change how we communicate with you, or update the information we hold, please do get in touch. Write to us:

Sonning Common Parish Council  
Wood Lane  
Sonning Common  
Oxon  
RG4 9SL

- Email us: [clerk@sonningcommonparishcouncil.org.uk](mailto:clerk@sonningcommonparishcouncil.org.uk)
- Call us: 0118 972 3616