
Agenda Item:	Privacy Notice Review
Meeting Date:	Monday, 24 November 2025
Contact Officer:	Deputy Town Clerk

The purpose of this report is to provide Members with and seek approval for a revised Privacy Notice for the Town Council.

Background

The Council is required to have a Privacy Notice to comply with the General Data Protection Regulation (GDPR). This notice informs individuals about how the Council collects, stores, and processes personal data, explains the legal basis for doing so, and outlines the rights of data subjects.

A Privacy Notice is specific to each organisation and tailored to the services it provides. As such, it is a living document which must evolve in line with changes to the Council's activities or the way it processes personal data.

Current Situation

The Council's current operational Privacy Notice was reviewed by officers at the beginning of 2025 following a data mapping audit of personal data processed by the Council. The updated Privacy Notice is attached as **Appendix A**.

It is recommended that the Privacy Notice be updated whenever the Council introduces a new data processing activity, with delegated responsibility for updating held by the Deputy Town Clerk.

In addition, the Privacy Notice should be reviewed formally on an annual basis by the Council to ensure it remains accurate, compliant with current legislation, and reflective of the Council's operations.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – the updated Privacy Notice provides ensures there is clear guidance on how people exercise their data rights - treating all community members fairly.
- b) Biodiversity – no direct implications.

- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

If the Notice is inaccurate, incomplete, or not fully aligned with GDPR and UK data protection law, the Council could face scrutiny, sanction or legal challenges.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Updating the Privacy Notice builds trust, ensures residents' data is handled responsibly, promotes transparency, and strengthens public confidence in the Council's services and governance.

Financial implications

There are no financial implications.

Recommendations

Members are invited to note the report and

1. Consider approving the updated Privacy Notice for Witney Town Council and,
2. Delegating any amendments (due to changes in Council data processing) to the Deputy Town Clerk during the year ahead of annual reviews.