

Community Safety Privacy Notice

Who we are and what we do

Our Privacy Notice explains how West Oxfordshire District Council collects information about you in order to provide you with a Community Safety service.

However, the Community Safety team is also subject to other specific laws which define when and for what purposes it can use your personal data.

Any questions regarding our privacy practices should be sent to:

Data Protection Officer (DPO)
West Oxfordshire District Council
New Yatt Road, Witney, OX28 1PB
Email: data.protection@westoxon.gov.uk
Tel: 01993 861194

Why we need your information and how we use it

Your information will be used for the purpose of:

A wide campaign to encourage young people to think about hate crime and discrimination, seek support and understand the impact that hate crime and discrimination can have.

Your personal details (and your parent's personal details) will be used by us to send you relevant information about the campaign/competition and to advise you if your entry has been selected.

Your personal information will not be shared with a third party and will be stored safely.

By entering the competition, you are giving permission for the Community Safety Team to use your entry to be published on our social media platforms.

You or your parents can OPT OUT (withdraw your Consent) at any time by contacting us at HateCrime.Comp@westoxon.gov.uk.

What type of information is collected:

The information we collect and process may include:

- Your name and address
- Your contact details
- Your parent's name(s) and address
- Your parent's contact details
- Your parent's consent

Who your information may be shared with (internally and externally)

To verify your identity, the data you provide on your application form to register will be shared with your parents.

Further parental permissions, including permission to use prize-winners' photos and artwork on our social media platforms, will be sought from the winner's parents as necessary.

How long we keep your information (retention period)

Any contact details supplied will only be retained for the duration of the campaign/competition and used when contacting the winners, and will be permanently deleted from our records **2 months** after the closing date.

How we protect your Information

We will not transfer your personal data outside the EU without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will notify you promptly in the event of any breach of your personal data, which might expose you to serious risk.

Your rights

You have rights under the Data Protection Legislations:

- to access your personal data
- to be provided with information about how your personal data is processed
- to have your personal data corrected
- to have your personal data erased in certain circumstances
- to object to or restrict how your personal data is processed
- to have your personal data transferred to yourself or to another business in certain circumstances.
- to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Commissioner

How you can access, update or correct your information

The Data Protection Legislation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your records along with all other personal records.

If you wish to see a copy of your records, you should contact the Data Protection officer. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances, access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

The accuracy of your information is important to us to be able to provide relevant services more quickly. We are working to make our record keeping more efficient. In the meantime, if you change your address or email address, or if any of your circumstances change or any of the other information we hold is inaccurate or out of date please email us or write to us at:

Community Safety Services

West Oxfordshire District Council

Woodgreen, Witney, OX28 1PB

Tel: 0993 861000

Email: HateCrime.Comp@westoxon.gov.uk

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described here, please tell us. Contact the Data Protection Officer.

You can also complain to the [Information Commissioner](#). We reserve the right to update this privacy notice from time to time by publishing a new version on our website.