

HARVINGTON PARISH COUNCIL

Policy adopted 14.11.18.

Reviewed 02.12.2024.

Email Contact Privacy Notice

When you contact us

The information you provide, (personal information such as name, address, email address, phone number, organisation), will be processed and securely stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any third party.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Harvington Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures, such as password protection and physical security, and adherence to our Data Protection Policy. Copies of all the Council's policies can be seen on our website or upon application.

We will only keep your data for the purpose it was collected for and only for as long as is necessary after which it will be deleted. You may request the deletion of your data held by Harvington Parish Council at any time.

Children

We will not knowingly process any data relating to a child (aged under 13) without the express parental / guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer – Clerk to Harvington Parish Council, details below.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please use contact details below to request this.

Information Deletion

If you wish Harvington Parish Council to delete information about you, please use the contact details to request this.

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Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please use contact details to object.

Rights Related to Automated Decision Making and Profiling

Harvington Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Harvington Parish Council's Data Processor, Clerk to the Parish Council via contact details and/or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary: In accordance with the law:-

- Harvington Parish Council, only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- We do not
 - a) Sell or pass your data to third parties.
 - b) Use your data for purposes other than those specified.
- We make sure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We review our Privacy Policy to keep it up to date for protecting your data.

You can request a copy of our policies at any time.

Contact Details:

Clerk Harvington Parish Council

Morton Wood Farmhouse

Morton Wood Lane

Abbots Morton.

WR7 4LU.

Email: clerk@harvington-pc.gov.uk

Tel: 07746948392