



# HAUGHLEY PARISH COUNCIL

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## Privacy Notice

### Haughley Parish Council (the data controller for your data)

The Council as a public authority has certain powers and obligations to process personal data. Sometimes the use of your personal data requires your consent, which we will first obtain.

This privacy notice sets out your rights and the Council's obligations to you.

#### What is Personal Data?

Personal data is any information about a living individual which allows them to be identified from that data i.e. name, photograph and address or email address.

#### When you contact us

The information you provide (personal information such as name, address, email address, phone number, marital status, nationality, age, organisation, education/professional qualifications, and hobbies), will be processed and stored so that it is possible 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 other third party.

#### The Council's Right to Process Information

GDPR (Data Protection Act 2018) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, in a transparent and lawful manner, is necessary for compliance with a legal obligation, and 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

Haughley Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary. After which it will be destroyed securely.

#### Children

We will not process any data relating to a child (under 16) without the express parental/ guardian consent of the child concerned.

## **Your Rights**

### **Access to Information**

You have the right to request access to the personal data we hold on you. You can do this by contacting our Data Information Officer.

### **Information Correction**

If you believe that the personal data we hold about you is incorrect or incomplete, it is your responsibility to inform us and your data will be updated.

### **Information Deletion**

You can request the Council to erase the personal data held about you. The Council will confirm that the personal data has been deleted or the reason why it cannot be deleted (to comply with a legal obligation).

### **Right to Object**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **Right to Withdraw Consent**

You have the right to withdraw your consent to the processing of personal data at any time.

### **Right to Complaint**

You can contact the Information Commissioner's Office (ICO) at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Contact Details:**

Please contact the Parish Council if you have any questions regarding this privacy notice to the personal data we hold about you.

The Data Controller, Haughley Parish Council  
Email: [clerk@haughleypc.co.uk](mailto:clerk@haughleypc.co.uk)