

Hambleden Parish Council

Privacy Notice

This sets out the type of information Hambleden Parish Council (the data controller) collects or is supplied with. It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected or supplied will be treated in accordance with current data protection laws in the UK, including the General Data Protection Regulations effective 25th May 2018.

Personal data is any information about a living individual that would allow them to be identified from that information, for example a name, photographs, videos, email address, or address. Online data that could, combined with other information, identify an individual is covered by the definition.

Information collected/supplies

When you contact Hambleden Parish council, the information you provide will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our services. Your personal information will not be shared or provided to any other third party without your consent, for example to a district or county council. We collect and use information about councillors and any employees. We are supplied with a copy of the register of electors by Wycombe District Council. We do not sell personal information to other organisations.

The data controller for your personal data is Lorna Coldwell, Parish Clerk to Hambleden Parish Council.

How we use your information

We use your personal information in the following ways:

- To process enquiries and any applications
- To allow for other organisations to provide services to residents such as district or county councils
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood/Parish plan) if we carry out a survey to find out what the community thinks.
- To contact you via post, email or telephone or using social media (e.g. Facebook, Twitter)
- To detect and prevent fraud and corruption in the use of public funds and where necessary for law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions

Who we may share your information with

We may need to share your personal information with the district/county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to those other than where such sharing was considered necessary in an emergency or for health and safety reasons. In this situation, Hambleden Parish Council and the other data controllers may be "joint data controllers" which means we are all collectively responsible for your data. Any third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. Should you wish to exercise any of your rights (mentioned later in this policy) you would need to do so directly to the relevant data controller.

Children

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

Information Security and Keeping data

Hambleden Parish Council has a duty 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, which are available on our website.

We will only keep your data for the purpose it was collected for and only for as long as necessary. After this, it will be deleted. You may request the deletion of your data held by Hambleden Parish Council at any time. Some records may need to be kept permanently if there is a legal requirement to do so. Hambleden Parish Council are permitted to retain data in order to defend or pursue claims

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communications channels were appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in the future. We may also need to retain some financial records about you for statutory purposes (eg anti-fraud and accounting matters). The “right to be forgotten” is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council. You can do this by contacting Lorna Coldwell on the details at the end of this policy. However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

You have the right to object to processing of your data or to restrict it to certain purposes only. You have the right to data portability (although this is unlikely in the context of the Parish Council), and you have the right to withdraw your previously given consent to the processing of data at any time.

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not sell or pass your data to third parties, and only use your data for those purposes which are specified. We make sure your data is stored securely. We delete all information deemed no longer necessary. Privacy Policies will be reviewed frequently to be kept up to date for protecting your data, and are available on our website or can be requested via the details below.

Contact

Please make any requests or complaints to:

The Clerk - Hambleden Parish Council
The Chimes
Park Lane
Lane End

High Wycombe
Bucks
HP14 3LB

Email clerk@hambleden.org.uk

If you are dissatisfied with the handling of your request or complaint you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioners Officer
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

casework@ico.org.uk
0303 123 1113

Policy adopted 14/05/18, to be reviewed annually.