



Council Name: Hail Weston Parish Council (HWPC)

Email Address: clerk@hailweston.org.uk

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 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 other third party. **(see other data controllers)*

The Hail Weston Parish council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always consider your interests and rights.

The Councils 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

Hail Weston 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.

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 Hail Weston Parish Council at any time.

Children

We will not process any data relating to a child (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@hailweston.org.uk

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 contact: clerk@hailweston.org.uk to request this.

Information Deletion

If you wish Hail Weston Parish Council to delete the information about you, please contact: to request this.

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 contact clerk@hailweston.org.uk to object.

Rights Related to Automated Decision Making and Profiling

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

***Other data controllers the Hail Weston Parish council works with:**

Huntingdon District Council

Cambridgeshire County Council

Community groups

Contractors

Banks eg. if you, as a private individual, make or receive a payment to or from the Parish Council then your name and bank details are visible to us.

The Land Registry eg. if we need to check who owns a piece of land

The police / law enforcement

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data.

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 use profiling; we do not sell or pass your data to third parties. We do not 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 annually review or respond to changes as required to our Privacy Policies including document retention policy to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Hail Weston Parish Council Data Information Officer:

clerk@hailweston.org.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113