



Privacy Notice

The General Data Protection Regulation (GDPR) seeks to protect and enhance rights of data subjects. The Hextable Parish Council (HPC) is committing to protecting and respecting your privacy. We take your privacy seriously and will only use your personal information as set out in this privacy notice.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

Who are we?

HPC is the data controller (contact details below). This means the HPC decides how your personal data is processed and for what purposes.

How is your data processed?

HPC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To maintain the Councils records in respect of the usual Parish Council duties;
- To manage employees and volunteers;
- To maintain the HPC financial records including bursary arrangements;
- To inform you of news, events, activities and services running in Hextable and the surrounding areas; and
- To provide information to Government bodies or regulators in the event of awareness of any criminal or financial crime activity.

What is the legal basis for processing your personal data?

The lawful bases for processing are set out in Article 6 of the GDPR. There are several ways HPC can be given your data. The processing of your data may fall into one of the following categories:

Consent: you have given clear consent for HPC to process your personal data for a specific purpose.



Legal obligation: the processing is necessary for HPC to comply with the law.

Public task: the processing is necessary for HPC to perform a task in the public interest or for the HPC official functions.

For further details on how this applies to your data, contact the HPC using the details below.

Right of access to your personal data

Under data protection legislation, you have the right to request copies of information the HPC holds about you by making a subject access request. To make a request for your personal information, contact the Parish Clerk at HPC. Details are set out below.

You have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Links

The HPC website contains links to third party websites which may have their own privacy notices relating to their organisation. Clicking on any link will send you to the third-party website. This may include the use of cookies which may be saved on your hard drive. Users should note that they will be clicking on any link at their own risk and HPC cannot be held responsible for any damages or implications by visiting the links mentioned.

Downloads

Any downloadable documents made available on this website are provided to users at their own risk. While all precautions have been undertaken, users are advised to ensure they are using appropriate anti-virus software or similar applications.



Contact and Communication

Users contacting the HPC through the website do so at their own risk. Your data will be kept securely and where you have given your express permission, we may send you details of additional information.

In the event you wish to contact the Hextable Parish Council the details are:

PARISH CLERK

Mrs Tracy Lane
Hextable Parish Council
Heritage Centre
College Road
Hextable
BR8 7LT

Tel: 01322 668530 e-mail: info@hextableparishcouncil.com

Adopted September 2019