

Hatley Parish Council

'CONTACT US' PRIVACY NOTICE

The privacy and security of personal information that we hold about you is extremely important to us.

How do we collect your personal data?

We obtain personal information from you when you submit correspondence to the Parish Clerk using the 'Contact us' form on this website. The personal information you share may include your name, email address, phone number, home address or organisation details.

What are we doing with your personal data?

Your personal details will be processed and stored to allow us respond to your correspondence and/or provide further information at a later date, as required. Your details will not be shared with third parties unless there is a legal obligation to do so. If your details needed to be shared with other parties to allow for a query or action to be completed, your permission will be sought in advance.

How long will we hold your data?

We will only keep your personal data for the purpose it was collected and only as long as it is necessary to complete the relevant action or response. The data will be deleted when it is no longer required for this purpose.

Your rights and your personal data

The right to access personal data we hold on you

Please contact the Parish Clerk to request access information.

The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated. Please contact the Parish Clerk.

The right to have your personal data erased or your consent withdrawn

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, or you wish to withdraw previous consent, please contact the Parish Clerk with your request. We will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

Please refer to the **HATLEY PARISH COUNCIL – GENERAL PRIVACY POLICY** for full details of how we are meeting our duties as a public authority with regard to the General Data Protection Regulations (2018) and for full details of your rights.

Contact details

Please contact us if you have any questions about this notice or the personal data that we hold about you, or to exercise all relevant rights, or raise queries or complaints.

Hatley Parish Council
Parish Clerk – Mrs Kim Wilde
Email: parishclerk@hatley.info
Tel: 07591 346835

Formally adopted at the ordinary meeting of Hatley Parish Council on Tuesday 19th March 2019.
This policy will be reviewed annually.