

# **HEVERSHAM PARISH COUNCIL**

## **PRIVACY POLICY**

The following privacy policy applies from 25<sup>th</sup> May 2018

**The Parish Council holds a variety of data items which may include some or all of the following:**

- **Name**
- **Address**
- **Telephone Number**
- **Email address**
- **Bank details (for suppliers only)**

**We use your data to contact you regarding matters relating to the Parish Council or its Sub-Committees, such as:**

To provide Council updates and information; to contact you regarding business matters and for financial transactions where appropriate; or in the event of a disagreement which needs resolution.

We keep information as long as you wish to be involved or until you ask us to remove it; we do not pass your information to any other body unless we have your permission to do so.

In each case, the length of time that we need to keep the information may be different, but we will only keep the information for as long as we need it.

**We will share your information in the following situations:**

- When you have provided your consent (staff & councillors)
- When we have a legal or regulatory requirement to do so.

**We collect information in the following ways:**

- Directly from you, such as information within application or registration forms, or from emails, letters and accounts sent to us requiring action.

**You have the following rights:**

- a. To be informed about how we use your personal data
- b. To update your personal data by contacting us
- c. To ask us to delete your personal data. However, there may be circumstances whereby we are legally entitled to retain it

- d. To get a free copy of your personal data please contact us (see below)
- e. To object to the processing of your data and have it restricted. There may be circumstances under which you ask us to restrict the processing of your information but we are legally entitled to refuse that request
- f. The right to make a complaint to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)) if you think that any of your rights have been infringed by us
- g. You can opt in and out of receiving emails from us by contacting us direct
- h. We will never give your personal data to a third party for any purpose unless you have expressly given us your permission.

The Council is committed to keeping your data secure. We use a variety of security technologies and procedures to help protect your personal data from unauthorised access, use or disclosure.

If you would like more information or would like to raise any queries with us in relation to your information, you can contact us by any of the below methods.

Post: Malcolm R. Richardson, Parish Clerk, The Barn, Harmony Hill, Milnthorpe, Cumbria LA7 7QA

Email: [hevershamparishcouncil@gmail.com](mailto:hevershamparishcouncil@gmail.com)

Tel: 015395 64773

### **Changes to this Privacy Notice**

We will check this policy from time to time and post any changes here.

### **Resolving Privacy Issues**

We will always try our best to resolve any data privacy issue you may have. You have the right to refer any data privacy issue to the [Information Commissioner's Office](#) at any time.