

HASLINGFIELD PARISH COUNCIL

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.

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
- necessary for compliance with a legal obligation, or
- 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

Haslingfield Parish Council has a duty to ensure the security of personal data. It makes 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. Copies of these policies can be requested.

It will only keep your data for the purpose it was collected and only for as long as is necessary, after which it will be deleted. You may request the deletion of your data held by the Parish Council at any time.

Children

It 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 the Parish Council has on you. You can do this by contacting the Parish Clerk.

Information Correction

If you believe that the information the Parish Council has about you is incorrect, you

may contact the Parish Clerk so it can be updated.

Information Deletion

If you wish the Parish Council to delete the information about you, please contact the Parish Clerk 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 the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

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

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Parish Clerk.

Date adopted: February 2025

Date of review: September 2027

Based on Harston Parish Council Email policy