



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 securely 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 not be shared or provided to any third party.

The Council's Right to Process Information:

General Data Protection Regulations Article 6 (1) (a) (b) and €

- 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

Hartlebury Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures, such as password protection and physical security, and adherence to our Data Protection Policy. Copies of all the council's policies can be seen on our website upon application.

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 Hartlebury Parish Council at any time.

Children

We will not knowingly process any data relating to a child (aged 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: Clare Shinner, Clerk to the Council, by email: clerk@hartlebury-pc.gov.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 use the above contact details to request this.

Information Deletion

If you wish Hartlebury Parish Council to delete the information about you, please use the contact details 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 use the contact details to object.

Rights Related to Automated Decision Making and Profiling

Hartlebury 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 Hartlebury Parish Council's Data Information Officer: The Clerk via the above contact details and/or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Scam emails or emails that are similar in nature to those used by Hartlebury Parish Council

i.e. name.hpc@gmail.com the Parish Council have taken the steps to safeguard the possible impersonation of email addresses by third parties which is also known as phishing. To stop this from happening the Council should delete any emails that are sent to it that is similar in nature to the emails used by current Councillors on the Council, all councillors should send personal or private correspondence via their own personal email and not those of the Council which is only used to deal with Council business.

Summary

In accordance with the law:

- We, Hartlebury Parish Council, 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 secured securely.
- We delete all information deemed to be no longer necessary.
- We constantly review our privacy policy to keep it up to date for protecting your data.
- You can request a copy of our policies at any time.

Adopted by Council: May 2024