

## **Privacy Notice for Hoveringham Parish Council**

This Privacy Notice explains how Hoveringham Parish Council ("the Parish Council") collects, uses, and protects personal information. Hoveringham Parish Council also operates Hoveringham Village Hall. There is a separate privacy notice [[insert link](#)] for this activity.

All contact details for Parish Councillors are on our website [Parish Council - Hoveringham Parish Council - Hoveringham Parish Council, Hoveringham, Nottingham](#)

The Parish Council acts as a local authority for the Parish of Hoveringham and is responsible for a range of community services and facilities. It has statutory powers and obligations.

### **What Information We Collect and Why**

We collect personal information when carrying out our statutory responsibilities as a Parish Council, to undertake fund raising and community activities, when you contact us, make an enquiry, or use our services. The information we collect includes:

- Your name and contact information, such as address, email address and phone number;
- As relevant to our services and/or activities, information such as gender, age, marital status, job, hobbies, family and dependants;
- Details of your enquiry, complaint or request;
- Your payment details if applicable;
- Other information you provide to us voluntarily- on occasion this may include medical information (with your consent) where this is needed for health and safety reasons.

We collect this information to:

- Fulfil the statutory responsibilities and duties of a Parish Council;
- Deliver public services, including understanding your needs and informing you of services and community facilities and activities;
- Contact you by email, phone, post or via social media;
- Provide community information and inform you of community activities that may be of interest;
- Run or support fund raising activities;
- Run or support community events;
- Recruit and work with voluntary groups and individual volunteers;
- Seek your views, opinions and comments;
- Respond to your enquiry or request;
- Provide you with information about the Council, its activities, and its services;
- Process payments(where applicable) and maintain our accounts and records; and
- Comply with legal obligations.

## **Website**

We may also collect personal data through our website, including:

- IP address and other technical information about your device and how you interact with our website;
- Information about your browsing behaviour on our website, including pages visited and links clicked;
- Information you provide when you fill out a contact or booking form or sign up for our newsletter.

## **Minkley Club**

The Minkley Club is the name given for our prize draw which is operated in order to provide funds for the village hall.

If you are a member of The Minkley Club, we will collect and process your personal data to administer your membership and to allow you to participate in our prize draws. This includes:

- Name, email address, phone number, and other contact information;
- Membership status and renewal dates;
- Prize draw entries and any prize awards.

We will use your personal data for the following purposes:

- To confirm your entry into the prize draw, take payment and award prizes;
- To communicate with you about your membership and prize draw entries and winnings;
- To send you communications about future events and promotions related to Hoveringham Village Hall and/or the Minkley Club.

## **Sharing of Your Information**

We may share your personal information with:

- Our volunteers and paid staff, for the purpose of fulfilling our obligations to you.
- Local authorities
- Community Groups
- Contractors
- Auditors and professional advisors where necessary

## **How We Protect Your Information**

We take appropriate technical and organisational measures to protect your personal information from unauthorised access, use, disclosure, alteration, or destruction.

## **Your Rights**

You have the right to:

- Access your personal information.
- Request that we correct your personal information if it is inaccurate or incomplete.
- Request that we delete your personal information.
- Object to the processing of your personal information.
- Request that we restrict the processing of your personal information.
- Receive a copy of your personal information in a commonly used electronic format.

## **Retention of Your Information**

We will retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including any legal or regulatory requirements.

## **Contact Us**

If you have any questions or concerns about this Privacy Notice or how we handle your personal information, please contact us at [ljparishclerk@gmail.com](mailto:ljparishclerk@gmail.com). You can find out more about what constitutes personal data and your rights or make a complaint by contacting the Information Commissioners Office: [For the public | ICO](#)

## **Changes to This Privacy Notice**

We may update this Privacy Notice from time to time. We will notify you of any changes by posting the new Privacy Notice on our website or other appropriate means.

03/04/2023