

All members and officers of Hannington Parish Council are required to comply with the following Privacy Notice.

Councillors and the Clerk are committed to protecting and respecting your privacy. As part of our work in the community we will contact members of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries.

What type of Personal Information do we collect?

When we carry out parish council work for you, it may be necessary for us to receive and use your personal information in order to respond to you. This might include the following information about you:-

- Name
- Address
- Contact details
- Your signature
- Details of family members

How we collect your Personal Information?

We may collect information from you in a variety of ways, for example

- When we meet in the community or at a parish council meeting
- When you telephone us
- When you send letters or emails to us
- When you subscribe to receive emails via the www.hannington-hants-pc.gov.uk website

Our lawful basis for collecting and using this information

It is necessary for us to have a lawful basis for collecting and using your personal information.

When we collect or use your personal information it would be because you have given your consent to do so or because it is necessary:-

- For legitimate interests as described above such as dealing with resident issues or complaints
- To protect your vital interests, such as a life or death situation or to protect you from harm, or to protect the vital interests of another person such as highways incidents/accidents.

In exceptional circumstances, and only where relevant, we may receive and use **special category information** such as information about your racial or ethnic origin, your political opinions, your religious or philosophical beliefs or information concerning your health or medical needs.

When we collect **special category information** about you for example, details of a health condition, we will collect it because

- You have given your informed consent to do so, this will usually be in writing
- It is necessary to protect your (or someone else's) vital interests and you (or they) are unable to give consent
- It is necessary to establish, exercise or defend a legal claim
- It is necessary for reasons of substantial public interest

Where you have given your consent to use your personal information you can withdraw this at any time by contacting the Hannington Parish Clerk.

What will your personal information be used for?

- To investigate and respond to your request for advice, guidance or information
- To investigate or respond to an enquiry or complaint you have contacted us about

Will your personal information be shared?

In some cases in order for us to deal with your specific issues we may have to share your information with other organisations such as local authority County, Borough or Parish councillors and officers, central government departments, MPs, the emergency services, voluntary organisations etc.

How long will we keep your personal information?

In order to keep track of your case, we will have to hold on to your information. Usually, this will be for a maximum of 6 years, but it might vary depending on the type of issue.

Any information we hold at the end of our terms in office will be either passed to the appropriate parish council representative or securely destroyed by the Parish Clerk.

Is any of your information stored or processed overseas?

We do not usually send your information outside the European Economic Area (EEA). If we do for any reason, such as using cloud computing servers with overseas data centres, we will let you know and will ensure that it is done in compliance with appropriate procedures and safeguards as required by Data Protection Legislation.

Your Information Rights

Subject to some legal exemptions, you have the following information rights as an individual in respect of the information we may hold about you.

- To have inaccuracies corrected
- To have your personal information erased
- To place a restriction on our processing of your personal information
- To object to processing and,
 - To request your data to be transmitted (data portability), e.g. via email to your requested destination.
 - To request a copy of your information

If you wish to exercise any of these rights please contact a Councillor or the Clerk to consider your request. We may not be able to put your request into effect if the information is subject to a legal exemption.

The **Information Commissioner** gives advice and guidance to anyone who wishes to find out more about data protection. If you have a concern about the way we collect or use your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or you can call their helpline – 0303 123 1113.

The Clerk of Hannington Parish Council is responsible for ensuring adherence with the Data Protection Act.

Contact details:

Miss Leonie Browne – Clerk to Hannington Parish Council

The Laurels, West Park, Stoke Fleming, Devon. TQ6 0RZ

Mobile: 07920 787170

E-mail: clerk@hannington-hants-pc.gov.uk

Contact details for the Cllrs and for the Clerk/RFO can be found on the Hannington Parish Council website www.hannington-hants-pc.gov.uk