



Headbourne Worthy Parish Council

Privacy Notice

Introduction

This Notice is designed to explain how and why information about you will be used by Headbourne Worthy Parish Council. The Council may update this Notice at any time and may also notify you in other ways from time to time about the way it is using your personal information.

How will we use information about you?

HWPC (the Council) is a public authority and has certain powers and obligations. It collects personal information in order to perform services that are provided as part of the Council's statutory functions. HWPC is responsible by law for decisions relating to the security and use of your personal information.

HWPC will not use your information without your permission for purposes not directly related to the services that the HWPC provides. If your information is to be used for purposes such as training or planning and improving services, your information will be anonymised. Your personal data may be used for the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To enable us to meet all legal and statutory obligations, powers and delegated functions;
- As necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To process relevant financial transactions including grants
- To seek your views, opinions or comments

What type of information will we keep about you?

This may be as follows:

- information about any contact with you;
- details about you such as full name, date of birth, and contact details such as phone number, address, and e-mail address where appropriate;

- information relevant to the services being provided eg: allotment holders, room hire agreements.

How long do we keep your personal data?

HWPC will keep some records permanently if we are legally required to do so. HWPC may keep other records for an extended period eg: to defend or pursue claims. HWPC will only keep data for as long as it is needed. This means that the information will be securely destroyed when it is no longer required.

How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- the council will take steps to ensure that your information is kept as safe as possible, and that it is always accurate and up to date;
- only those staff who need to do so will access your personal information.

Who will we share information with?

To help ensure that HWPC provides you with the best possible services, other organisations will often work closely with us. It may therefore be in your best interests for your information is made available to these organisations. HWPC may be required by law to share your information with some of these organisations. Typically, depending on the circumstances, HWPC shares information with the following types of organisations:

- local and central government bodies,
- law enforcement agencies such as the Police, and Fire and Rescue Service
- regulatory authorities, such as the Local Government Ombudsman
- the council's external auditors.

Where HWPC shares your information, HWPC will take steps to ensure that those it is shared with keep your information secure, and that they also comply with the legislation.

What are your rights?

In addition to having the right to be informed about how we will use your information, you have the right (free of charge) to the following:

- to ask for any personal information we hold about you;
- to have your information corrected if there are inaccuracies or if the information is incomplete;
- to restrict the processing of your information in certain circumstances in accordance with applicable law;

- in some instances, to object to your personal information being used at all due to special grounds relating to your particular situation. However, there may be compelling reasons why we may need to continue using your information even in these circumstances;
- to be told if your personal information is lost and if as a result, your privacy and rights may be at risk.

In addition to the above, if there is no legal basis to process your information other than the fact that you gave your consent, then you have the following additional rights:

- to withdraw your consent to process your information;
- to withhold permission for your information to be shared.

Changes to this Policy

This Privacy Notice is kept under regular review and HWPC will place any updates on our website. This Notice was updated in January 2025.

Contact details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you. If you wish to exercise any relevant rights or have queries or complaints, please contact the data controller for Headbourne Worthy Parish Council:

Belinda Baker, Clerk to Headbourne Worthy Parish Council

Email: Clerk@headbourneworthy.org.uk

You also have the right to appeal to the Office of the Information Commissioner which is the UK supervisory authority for data protection issues. Tel no. 0303 123 1113 Website: www.ico.gov.uk