



## **COUNCILLOR PRIVACY NOTICE**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. The Council ask that you use your dedicated email address for conducting Council business and help will be available to set this up. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

### **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 provided when you contact us will not be 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 the consent of the data subject or

Processing is necessary for the 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**

Heathfield and Waldron Parish Council have a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and associated policies. Copies of these policies can be requested.

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

### **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 – the Parish Clerk, whose email contact details appear at the end of this document.

### **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 contact the Data Controller, the Parish Clerk to request this.

### **Information Deletion**

If you wish Heathfield and Waldron Parish Council to delete the information about you please contact the Data Controller, the Parish Clerk, to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose for which it has been collected, you may object. Please contact the Data Controller to object.

### **Rights Related to Automated Decision Making and Profiling**

Heathfield and Waldron Parish Council do 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 Heathfield and Waldron Parish Council Data Information Officer, Helen Johnson, on [clerk@hwpc.org.uk](mailto:clerk@hwpc.org.uk), tel 01435 865700 and the Information Commissioners Officer [casework@ico.org.uk](mailto:casework@ico.org.uk) tel. 0303 123 1113

### **Summary**

In accordance with the law Heathfield and Waldron Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Heathfield and Waldron Parish Council do not use profiling, we do not sell or pass your data to third parties. Heathfield and Waldron Parish Council do not use your data for purposes other than those specified and we ensure your data is stored securely. Heathfield and Waldron Parish Council delete all information deemed to be no longer necessary and we constantly review our Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:  
The Data Controller, Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex TN21 8HU.

Email [clerk@hwpc.org.uk](mailto:clerk@hwpc.org.uk)

L Hurst

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