

# Haversham-cum-Little Linford Parish Council

## Privacy Policy

### **Purpose:**

This privacy policy sets out how Haversham-cum-Little Linford Parish Council (HLLPC) uses and protects any information that you give HLLPC when you use this website.

HLLPC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that this will only be used in accordance with this privacy statement.

The policy may change from time to time, reflecting changes in legislation and procedures.

This policy is effective from 21/05/2018.

### **What we collect:**

We may collect the following information:

- Name and address
- Contact information including email addresses
- Demographic information such as postcode, preferences and interests
- Other information appropriate to residents' surveys, neighbourhood planning, the operation of allotments, etc.

### **What we do with the information once gathered:**

We may require this information to understand your needs and interests, but in particular the information is collected for internal record keeping purposes and statutory functions.

### **Security:**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **Links to other websites:**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement.

**Controlling your personal information:**

You may choose to restrict the use of your personal information by indicating that you do not wish your data to be used for any purpose other than that for which it is provided. will be included on any form on our website.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held about you, please write to the Clerk ([haversham.itlinfordclerk@gmail.com](mailto:haversham.itlinfordclerk@gmail.com)).

Under the Right to be Forgotten you may request that, subject to any legal restrictions on so doing, we remove all personal data currently held about you.

If you believe that any information that we hold for you is incorrect or incomplete, please write or email us as soon as possible at [Haversham.Itlinfordclerk@gmail.com](mailto:Haversham.Itlinfordclerk@gmail.com). We will promptly correct any information found to be incorrect.

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