Hockley Heath Parish Council

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Email Contact Privacy Notice

For Hockley Heath Parish Council

Version: 3.0

Document Information

Title	Email Contact Privacy Notice
Owner	Hockley Heath Parish Council
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Author	Clerk to Hockley Heath Parish Council
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Document History

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1.0	21.11.2024	Clerk	
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3.0	21.05.2026	Clerk	Reviewed and Approved

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and securely stored to enable Hockley Heath Parish Council (HHPC) to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any third party.

The Council's right to process information

General Data Protection Regulations Article 6(1)(a)(b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for 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

HHPC has a duty to ensure the security of your personal data. HHPC make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures, such as password protection and physical security, and adherence to our Data Protection Policy. Copies of all the council's policies can be seen on our website upon application.

HHPC will only keep your data for the purpose it was collected for an only for as long as is necessary after which it will be deleted. You may request the deletion of your data held by HHPC at any time.

Children

HHPC will not knowingly process any data relating to a child (aged under 13) without the express parental/guardian consent of the child concerned.

Access to information

You have the right to request access to the information HHPC hold on you. You can do this by contacting our Data Information Officer: The Parish Clerk, by email: clerk@hockleyheathparishcouncil.gov.uk or by post to Hockley Heath Parish Council, The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Hockley Heath, Solihull, B94 6HH.

Information correct

If you believe that the information HHPC holds about you is incorrect, you may contact us so that HHPC can update it and keep your data accurate. Please use the above contact details to request this.

Information deletion

If you wish HHPC to delete the information about you, please use the contact details to request this.

Right to object

If you believe that your data is not being processed for the purpose it has been collected for you may object. Please use the contact details to object.

Rights related to automated decision making and profiling

HHPC does 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 Hockley Heath Parish Council's Data Information Officer: The Parish Clerk, via the above details and/or the Information Commissioner's Office casework@ico.org.uk Tel: 0303 123 1113

Summary

In accordance with the law:

- We, HHPC, only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- HHPC do not use profiling.
- HHPC do not sell or pass your details to third parties.
- HHPC do not use your data for purposes other than those specified.
- HHPC make sure your data is securely stored.
- HHPC delete all information deemed to be no longer necessary.
- HHPC constantly review our privacy policy to keep it up to date for protecting your data.

You can request a copy of our policies at any time.