

HENHAM PARISH COUNCIL

Chairman: Nick Baker OBE
'Ham Cottage'
Woodend Green
Henham
Nr. Bishop's Stortford
Hertfordshire. CM22 6AZ
Tel: 01279 850745

Parish Clerk: Mareike Dacey
Bell Meadow End
High Street
Henham
Nr. Bishops Stortford
Hertfordshire. CM22 6AR
Tel: 07704444018

DATA PRIVACY NOTICE

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 will be not 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 consent of the data subject; or
- necessary for compliance with a legal obligation; or
- 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

Henham Parish Council has 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.

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

We will not process any data relating to a child (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 we have on you.

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.

Information Deletion: If you wish Henham Parish Council to delete the information about you please contact us 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 contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling: Henham Parish Council 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 Clerk.

Summary: In accordance with the law, Henham Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Henham Parish Council do not use profiling, we do not sell or pass your data to third parties. Henham Parish Council do not use your data for purposes other than those specified. Henham Parish Council makes sure your data is stored securely. Henham Parish Council deletes all information deemed to be no longer necessary. Henham Parish Council constantly reviews our Privacy Policy to keep it up to date in protecting your data