HITTISLEIGH PARISH COUNCIL

PRIVACY POLICY

1. PERSONAL DATA

Personal Data is any information about a living person which allows them to be identified. Examples include your name, email address, address, phone number or photograph.

If you provide personal information to Hittisleigh Parish Council we will not share it with any third party unless required to do so by law.

Hittisleigh Parish Council will store your personal data securely for the following purposes:

- To contact you by post, email, telephone or using social media
- To confirm your identity
- To enable the Council to meet its legal and statutory obligations
- To maintain the Council's own accounts and records
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council

The personal data held by Hittisleigh Parish Council will be kept only for as long as is necessary to fulfil its purpose and not used for any other purpose.

The personal data will be deleted securely when it is no longer necessary to keep it.

2. THE RIGHT TO PROCESS INFORMATION

The General Data Protection Regulations Article 6 (1) (a) (b) and (e) sets out the Council's right to process personal data when:

- it is with the consent of the person (referred to as the data subject)
- it is necessary for compliance with a legal obligation
- it is necessary for the performance of a task carried out in the public interest or in the exercise of the official authority

If Hittisleigh Parish Council requires your consent to process your personal data it will ask you for your consent.

3. CHILDREN

Hittisleigh Parish Council will not process any data relating to a child (under 13) without the express consent of the parent/guardian of the child concerned.

4. ACCESS TO INFORMATION

If Hittisleigh Parish Council is holding information about you then you have the right to access it.

5. CORRECTING INFORMATION

If you think that Hittisleigh Parish Council is holding information about you that is not correct then you can ask the Council to correct it.

6. DELETING INFORMATION

You can ask the Parish Council to delete information that they hold about you at any time.

7. THE RIGHT TO OBJECT

If you think that the Parish Council is not processing your personal data for the purpose for which it was collected then you may object.

8. AUTOMATED DECISION MAKING AND PROFILING

Hittisleigh Parish Council does not use any form of automated decision making and does not profile individual data.

9. EXERCISING YOUR RIGHTS

If you wish to exercise the rights set out above please contact the Data Information Officer:
clerk@hittisleighparishcouncil.gov.uk

10. COMPLAINTS

The Data Controller is Hittisleigh Parish Council. If you have a concern about the way your personal data has been processed you can make a complaint to the Data Information Officer.

The Council has a complaints procedure which is published on the Council website:

www.hittisleighparishcouncil.gov.uk

You can also contact the Information Commissioners Office: www.ico.org.uk

Adopted 2026