



# HOVETON PARISH COUNCIL

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Highfield, Tunstead Road, Hoveton, Norfolk, NR12 8QN  
Email: [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)  
Tel: 07572 349600

## GENERAL 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 you with information, and/or provide access to our facilities and services. Your personal information will not be shared with or provided to any other third party without your consent.

### The Council's Right To Process Information

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

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

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 at any time.)

### Children

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

### Access To Information

You have the right to request access to the information we hold about you. You can do this by contacting our Parish Clerk (call 07572 349600 or email [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)).

### Information Correction

If you believe the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact our Parish Clerk (call 07572 349600 or email [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)) to request this.

### **Information Deletion**

If you wish Hoveton Parish Council to delete information we hold about you please contact our Parish Clerk (call 07572 349600 or email [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)) to request this.

### **Right To Object**

If you believe your data is not being processed for the purpose it has been collected for, you may object. Please contact our Parish Clerk (07572 349600 or email [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)) to object.

### **Rights Related To Automated Decision Making & Profiling**

Hoveton Parish Council does not use any form of automated decision making or 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 our Parish Clerk (call 07572 349600 or email [clerk@hoveton-pc.org.uk](mailto:clerk@hoveton-pc.org.uk)) and the Information Commissioner's Office (email [casework@ico.org.uk](mailto:casework@ico.org.uk) or call 0303 123 1113).

### **Summary**

In accordance with the law, Hoveton Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Hoveton Parish Council does not use profiling; we do not sell or pass your data to third parties. Hoveton Parish Council does not use your data for purposes other than those specified. Hoveton Parish Council makes sure your data is stored securely. Hoveton Parish Council deletes all information deemed to be no longer necessary. We constantly review our privacy policies to keep them up to date (you can request a copy of our policies at any time).

**Adopted by Hoveton Parish Council on 4<sup>th</sup> July 2018  
Last Reviewed and Updated 5<sup>th</sup> September 2018**