



## **Privacy Policy**

**Adopted March 2024**

### **Purpose:**

This Privacy Policy sets out how Haversham-cum-Little Linford Parish Council ('the Council') uses and protects any information that you give the Council when you use or visit the Council website or you complete online Council surveys.

The Council 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 the Council website, you can be assured that this will only be used in accordance with this Privacy Policy.

### **What we collect:**

We may collect the following information:

- Name and address
- Contact information including email addresses and phone numbers
- Demographic information such as postcode, preferences and interests
- Information obtained from residents' surveys, some of which may be accessed through the Council page on Facebook
- Information required for the operation of allotments
- Information obtained in the operation of volunteering groups, for instance, Community Speedwatch and litter-picking
- Information obtained in accordance with the Council carrying out its business or statutory functions

Any information which could conceivably identify a living individual is known and referred to as Personal Data.

### **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 to carry out our business as a Council and associated 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. This is set out in the Data Protection Policy.

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

The Council 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 Policy.

**Controlling your Personal Data:**

You may choose to restrict the use of your Personal Data by indicating that you do not wish it to be used for any purpose other than that for which it is provided.

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

All requests by individuals or third parties to see their own files or another person's Personal Data held on our electronic or hard copy files must be received in writing. The Council will respond to any request within one month and a small fee will be payable. This request must be made to the Clerk by email: [clerk@havershamlittlelinfordpc.gov.uk](mailto:clerk@havershamlittlelinfordpc.gov.uk)