

## **Hatch Beauchamp Parish Council**

### **Privacy Policy for GDPR compliance**

#### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be used 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.

#### **Information Security**

Hatch Beauchamp Parish Council has a duty to ensure the security of personal data. 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.

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk to the Parish Council.

#### **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. Please contact the Clerk to request this.

#### **Information Deletion**

If you wish Hatch Beauchamp Parish Council to delete the information about you please contact the Clerk to request this.

#### **Right to Object**

If you believe that your data is not being used for the purpose it has been collected for, you may object. Please contact the Clerk to object.

#### **Complaints**

If you have a complaint regarding the way your personal data has been used you may make a complaint to the Clerk and the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk).