

## **Councillor Privacy Notice**

**Resolved 3<sup>rd</sup> December 2018**

**Review Date December 2020**

**Review Date 12<sup>th</sup> January 2026**

**next review 2 years or when new legalisation is passed**

When a Councillor signs the acceptance of office and takes a seat on the Haddenham Parish Council the Council and Councillor have responsibilities for data protection.`

### **The Council's responsibility to the Councillor**

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

### **The Council's Right to Process Information**

UK GDPR Article 6 (1) (a) (c) (Data Protection Act 2018) incorporating DUAA 2025.

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

### **Information Security**

Haddenham Parish Council cares 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. This is done through appropriate technical measures outlined in the Parish Council's Data Protection Policy.

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.

### **Children**

The Parish Council follows the Information Commissioners Office (ICO) Age Appropriate Design Code in relation to processing data relating to children.

### **Your Rights**

#### **Subject Access Request (SAR)**

You have the right to request access to the information we have on you. You can do this by contacting our Data Protection Officer: [clerk@haddenham-bucks-pc.gov.uk](mailto:clerk@haddenham-bucks-pc.gov.uk)

#### **Right to Accurate information**

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: [clerk@haddenham-bucks-pc.gov.uk](mailto:clerk@haddenham-bucks-pc.gov.uk)

### **Right to Information Deletion**

If you wish Haddenham Parish Council to delete the information about you please contact: [clerk@haddenham-bucks-pc.gov.uk](mailto:clerk@haddenham-bucks-pc.gov.uk).

### **Right to Data Portability**

**The Parish Council regularly works with other data controllers such as central government, local authorities, credit reference companies, contractors, community groups, charities and other not for profit organisations.**

You have the right to request that we transfer some of your data to another data controller. We will comply with your request where feasible to do so within 30 days of receiving your request.

### **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 [clerk@haddenham-bucks-pc.gov.uk](mailto:clerk@haddenham-bucks-pc.gov.uk)

### **Rights Related to Automated Decision Making and Profiling**

Haddenham Parish Council does not use automated decision making or profiling of individual personal data.

### **Responsibility as a Councillor:**

Councillors are elected to the Parish Council to represent their own community, so either live or work in the local area. They have a wide-ranging role with two main areas of responsibility;

- Decision Making
- Community Leadership

Elected members are data controllers in their own right and must ensure that any personal information they receive as an elected members is treated in line with the Parish Council Privacy Policies which adhere to UK GDPR and the Data Protection Act 2018 and DUAA 2025.

Councillors are to use their official [@haddenham-bucks-pc.gov.uk](mailto:@haddenham-bucks-pc.gov.uk) email addresses in all correspondence and not to use personal email addresses.:

### **In Summary**

In accordance with the law, the Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those recognised as legitimate interest. We make sure your data is stored securely. We delete all information deemed to be no longer necessary as per our Retention Documents Policy. We constantly review our Privacy Policies (Data Protection Policy) to keep it up-to-date with new legislation.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Haddenham Parish Council Data Protection Officer as per the Parish Council's Complaint's Procedure.