



## **Haddenham Parish Council Privacy Notice**

**Reviewed 12<sup>th</sup> January 2026**

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

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible 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.

### **The Councils Right to Process Information**

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

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**

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 Information 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.

### **In Summary**

In accordance with the law, the Council only collect 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 of 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 Information Officer as per the Council's Complaints Procedure.

[clerk@haddenham-bucks-pc.gov.uk](mailto:clerk@haddenham-bucks-pc.gov.uk) and the Information Commissioners Office  
[casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113