

## Privacy Statement Hutton le Hole Parish Council

### *How we use your information:*

This Privacy Policy sets out how the Parish Council uses and protects any information that you give the parish council in the course of council business.

The Council is committed to ensuring that your privacy is protected.

If the Council asks you to provide certain information by which you can be identified when communicating with the council, then you can be assured that it will only be used in accordance with this privacy statement.

The council may change this policy from time to time due to changes in legislation and after annual review of policy.

The Council does not knowingly use information pertaining to or offered by individuals under the age of 16 without express permission of the legal guardian.

### *Data we may use:*

The Council may collect the following information from time to time:

Your name and if appropriate job title;

Contact information, including telephone numbers and email addresses;

Demographic information such as post code, preferences and specific request;

Other information relevant to your query.

### *How we use your information:*

The Council may require this information to understand your needs better and provide you with a better service, and in particular for the following reasons:

To respond to enquiries you make;

Internal record keeping;

Improvements to our services.

### *Your rights to access and correct the information we hold about you.*

The Council strives at all times to ensure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate by contacting the Clerk. If your personal details change, please help us to keep your information up to date by notifying us at the published Council address. Under the terms of the Data Protection Act you have the right to request a copy of information that we hold about you, by making a Subject Access Request. If you would like a copy of some, or all of your information, you may make a request by writing to the Clerk.

### *Controlling your personal data:*

The Parish Council tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. This privacy notice does not cover links to external websites. The Council encourages you to read the privacy statements on the other websites you visit.

You have complete control over what data you decide to share with us. We shall not sell, distribute or lease your personal information to third parties, unless we have your written permission, or are required by law to do so. This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail.

Complaints and enquiries about, or suggestions for improvements to, our data protection processes should be directed to the Data Controller at [huttonlehole.ryedaleconnect.org.uk](http://huttonlehole.ryedaleconnect.org.uk) – via *Contact Page*.