



Community Centre .Bullenshaw Road .Hemsworth .Pontefract .West Yorkshire .WF9 4NE
Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk
Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

Privacy Notice

When you contact Hemsworth Town Council.

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to the services and functions that the Council provide.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

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 contract with the data subject or to take steps to enter into a contract

or

Processing is necessary for our legitimate interest or the legitimate interests of a third party

Information Security

Hemsworth Town Council cares to ensure the security of personal data. The Council make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

The Council 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.

Your Rights

Access to Information

You have the right to request access to the information the Council have on you. You can do this by contacting our Data Information Officer: Jayne Cole Chief Executive Officer Local Council Public Advisory Service

Information Correction

If you believe that the information the Council have about you is incorrect, you may contact the Council so that the Council can update it and keep your data accurate. Please contact: Clerk@hemsworthcouncil.co.uk

Information Deletion

If you wish Hemsworth Town Council to delete the information about you, please contact: clerk@hemsworthcouncil.co.uk

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@hemsworthcouncil.co.uk

Rights Related to Automated Decision Making and Profiling

Hemsworth Town Council does not use automated decision making or profiling of personal data.

To Sum Up

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. The Council do not use profiling, the Council does not sell or pass your data to third parties. The Council do not use your data for purposes other than those specified. The Council make sure your data is stored securely. The Council delete all information deemed to be no longer necessary. The Council constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Data Information Officer: Jayne Cole Chief Executive Officer Local Council Public Advisory Service: Tel: 01284 766885, email@: ceo@lcpas.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.