



HALEBANK PARISH COUNCIL

PRIVACY NOTICE

ADOPTED 8 JUNE 2026

When you contact us

The information you provide (personal information such as name, address, email address, phone number, will be processed and stored to enable us to contact you and respond to your correspondence, provide information, and/or access our facilities and services. On occasion it may be necessary to share your information under paragraph (d) below.

The Councils Right to Process Information

Under the General Data Protection Regulation, the lawful bases we rely on for processing this information are.

- a) Processing is with consent of the data subject or
- b) Processing is necessary for compliance with a legal obligation or
- c) Processing is necessary for the performance of a task conducted in the public interest or in the exercise of official authority vested in the controller or
- d) We have a legitimate interest.

Information Security

Halebank Parish Council has a duty 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.

We will keep your data for the purpose it was collected for and only for as long as necessary. After which it will be deleted. You may request the deletion of the data held by Halebank Parish Council any time,

Children

We will not process any data relating not a child (under 13) without the express parental/guardian consent of the child concerned.

Access to information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Office: Christine Southern (Parish Clerk)

clerk@halebankparishcouncil.gov.uk

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: Christine Southern (Parish Clerk) clerk@halebankparishcouncil.gov.uk to request this.

Information Deletion

If you wish Halebank Parish Council to delete information about you please contact Christine Southern (Parish Clerk) clerk@halebankparishcouncil.gov.uk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collect for, you may object. Please contact Christine Southern (Parish Clerk)

clerk@halebankpariscouncil.gov.uk to object.

Rights related to automated Decision making and Profiling.

Halebank Parish Council does not use any form of automated decision making and profiling of individual personal data.

Conclusion: In accordance with the law, we 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 the data for purposes other than, those specified. We ensure that data is stored securely, we delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date. (You can request a copy of our policy at any time).

Complaints

If you have any complaints regarding the way your personal data has been processed, you may make a complaint to Halebank Parish Council Data Information Officer:

Christine Southern (Parish Clerk) clerk@halebankparishcouncil.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Helpline number 0303 123 1113