



HOVETON COMMUNITY COUNCIL

NEIGHBOURHOOD PLAN PRIVACY NOTICE

1. Neighbourhood Plan Privacy Notice

When you attend a consultation event or return a survey or consultation document 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, respond to your correspondence and provide information relating to the Neighbourhood Plan. Your personal information will not be shared with any third party unless required to do so by law.

2. The Councils Right to Process Information

General Data Protection Regulations 2018 Article 6 (1) (a) and (e) (Data Protection Act 2018) states:

- Processing is with consent of the data subject 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.

In this instance, Hoveton Community Council will process data for the purposes of exercising the public function of making a Neighbourhood Plan under the Localism Act 2011 and believe it is necessary for the performance of this task which is being carried out in the public interest.

3. Information Security

Hoveton Community Council takes care 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 and relevant policies.

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.

When the Hoveton Neighbourhood Plan (HNP) has been produced, it will be examined and put to a referendum. If the HNP is approved by the referendum, then personal data will be removed at this point. If the HNP is rejected, then the Community Council will ensure that the data is only used to inform any further resubmission.

4. Children

We will not process any data relating to a child (16 and under) without the express parental/ guardian consent of the child concerned.

5. Your Rights

5.1 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 Protection Officer who is the Clerk: clerk@hoveton-pc.org.uk

5.2 Information Correction

It is up to you to ensure the information you supply Hoveton Community Council is correct, however, 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@hoveton-pc.org.uk

5.3 Information Deletion

If you wish Hoveton Community Council to delete the information about you, please contact: clerk@hoveton-pc.org.uk

5.4 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@hoveton-pc.org.uk

5.5 Rights Related to Automated Decision Making and Profiling

Hoveton Community Council does not use automated decision making or profiling of personal data.

6. 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 your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary.

7. Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Hoveton Community Council Data Protection Officer: clerk@hoveton-pc.org.uk and the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113

Clerk – Mr Ben Bethell

E-mail: clerk@hoveton-pc.org.uk

