



Beaudesert & Henley in Arden

Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Joseph Hardy House, 150 High Street, Henley-in-Arden, Warwickshire B95 5BS
Telephone: 01564 795499 Website: www.henley-in-arden-pc.gov.uk

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

PRIVACY NOTICE

This Policy sets out the type of information that Beaudesert & Henley in Arden Joint Parish Council collects or is supplied with. It advises you how the information is held, who the JPC shares it with and how it is used. Please note the contact details below for any queries about your personal information. All personal data that is collected or supplied will be treated in accordance with the current data protection laws in the United Kingdom.

- **What information does the JPC collect and what information is the JPC supplied with?**
 - When you contact the JPC, we create a record of your name, and we add any information that you supply us with.
 - The JPC keeps electronic or paper records when you contact us.
 - The JPC collects electronic or paper records and which can use information about Councillors and employees of the JPC
 - The JPC is supplied with a copy of the Register of Electors by Stratford District Council
 - The JPC does not sell any information to other organisations
- **The Data Controller for your personal data is Beaudesert & Henley in Arden Joint Parish Council.**
- **How does the JPC use your information?**
 - The JPC uses your information in the following ways;
 - To process enquiries and applications, e.g., allotments
 - To provide services to parishioners, including sending them information about current and future services. This includes lists of current allotment holder's and waiting lists if applicable. It also includes mailing lists for any agendas, minutes or any newsletters
 - To carry out any market research to help the JPC plan and improve their services. The JPC may contact you ourselves or request an outside market research agency to do so on their behalf.
 - To produce any appropriate and aggregated statistical information.
- **Who might the JPC share this information with?**
 - The JPC may share the information with Stratford District Council or Warwickshire County Council or any emergency services where the JPC consider this would be necessary or helpful. The JPC would seek your explicit consent to this, other than where sharing of such knowledge was considered necessary in an emergency or for health and safety reasons.
 - If you write to the JPC your correspondence will be in the public domain, unless you make it clear you do not wish it to be in the public domain, and the JPC is able to justify confidentiality under the relevant legislation (this is unlikely to be the case in planning matters).

- The information that you provide the JPC with may be used to detect and prevent fraud in respect of any public findings and the JPC may release information to the police or any other law enforcement agencies for crime prevention and detection purposes if required to do so.
- **How long does the JPC hold data?**
 - Please refer to the JPC's Data Retention Policy which is available on the JPC web site. <http://www.henley-in-arden-pc.gov.uk/>
 - The JPC will publish any changes to their data protection/information or any management policies on their web site and notify you by any other means where appropriate.
 - Where you exercise your right to the removal of your personal data, the JPC will continue to maintain a core set of personal data to ensure they do not contact you inadvertently in the future.
 - The JPC may also need to retain some financial records about you for statutory purposes e.g., anti-fraud or accounting matters. The 'right to be forgotten' is a qualified right and the public test will always be applied when a request for deletion of personal data is made.
- **How can you access the information the JPC holds on you?**
 - You are entitled to know what personal data the JPC holds about you and how the information is processed.
 - You are entitled to ask for your personal data to be corrected when you believe it is inaccurate.
 - You are entitled to withdraw your consent to the processing of your personal data by the JPC.
 - However, if processing your personal data is necessary to provide you with a service or information you have requested then withdrawal may mean that you may not receive that service or information. The JPC will make it clear if this is going to be the case and discuss your concerns directly with you prior to the JPC ceasing to process your data.
- **Please make any requests or complaints to:**
 - The Data Protection Officer
 - Mrs Gillian Peacock, Clerk to the JPC
 - Beaudesert & Henley in Arden Joint Parish Council
 - c/o Joseph Hardy House
 - 150 High Street
 - Henley in Arden
 - B95 5BS
- Email: clerk@henley-in-arden-pc.gov.uk
Tel: 01564 795499
- If you are dissatisfied with the handling of your request or complaint, you have the right to appeal to the Information Commissioner – there is no charge for making an appeal. Contact details for the ICO are:
 - The Information Commissioner's Office
 - Wycliffe House
 - Water Lane
 - Wilmslow
 - Cheshire
 - SK9 5AF
- Email: casework@ico.gov.uk
Tel: 01625 545745 or 0303 123 1113 (local call rate)