

# Hoath Parish Council Privacy Statement

## 1. Introduction and General Terms

This Privacy Policy relates to our use of any personal information we collect from you via the web-site or email contact.

This Privacy Policy explains the following:

- what information Hoath PC may collect about you;
- how Hoath PC will use information we collect about you;
- when Hoath PC may use your details to contact you;
- whether Hoath PC will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;

Hoath PC is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the Data Protection Act 1998 (these laws are referred to collectively in this Privacy and Cookies Policy as the "data protection laws"). No website can be completely secure; if you have any concerns that your data could have been compromised, please get in touch straight away.

The Hoath website may contain hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

## Who are we?

Hoath Parish Council is a small civil parish council in East Kent.

When we refer to "we" or "our" or "Hoath PC" we are referring to Hoath Parish Council.

### **3. What information will Hoath PC collect about me?**

We do not actively collect data from anyone. But data may be supplied to us if you contact us. This might consist of information such as your name, email address, postal address, telephone or mobile number, gender or date of birth.

### **4. How will Hoath PC use the information it holds about me?**

Hoath PC will only use your personal information for contacting you in relation to Hoath PC's activities.

In the unlikely event that Hoath PC proposes using your personal information for any other uses we will ensure that we notify you first.

### **6. When will Hoath PC contact me?**

Hoath PC may contact you:

- in relation to any correspondence we receive from you or any comment or complaint you make about Hoath PC or matters in which Hoath PC may have an interest.
- • in relation to any contribution you have submitted to Hoath PC, e.g. on Hoath PC message boards or via text or voicemail message;
- • to update you on any material changes to Hoath PC's policies and practices

### **7. Will I be contacted for marketing purposes?**

No.

### **8. Will Hoath PC share my personal information with anyone else?**

We will keep your information within Hoath PC except where disclosure is required or permitted by law.

Generally, we will use your information within Hoath PC and will only share it outside Hoath PC where you have requested it or given your consent.

## **9. Offensive or inappropriate content on Hoath PC websites**

If you post or send content which may reasonably be deemed to be offensive, inappropriate or objectionable, Hoath PC may remove such content.

Where Hoath PC reasonably believes that you are or may be in breach of any applicable laws, for example on hate speech, Hoath PC may disclose your personal information to relevant third parties, including to law enforcement agencies or your internet provider. Hoath PC would only do so in circumstances where such disclosure is permitted under applicable laws, including data protection law.

## **10. What if I am a user aged under 18?**

If you are aged 18 or under, please get your parent/guardian's permission before you provide any personal information to Hoath PC.

## **11. How long will Hoath PC keep my information?**

We will hold your personal information on our systems for as long as is necessary for the relevant activity

## **13. Can I find out what personal information Hoath PC holds about me?**

Under the Data Protection Act you have the right to request a copy of the personal information Hoath PC holds about you and to have any inaccuracies corrected. (We charge £10 for information requests and require you to prove your identity with 2 pieces of approved identification). We will use reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you on our files. If you are within the UK, please address requests and questions about this or any other question about this Privacy Policy to the Data Protection Officer, Boyden Gate House, Boyden Gate, Canterbury, Kent. CT3 4EB.

We will need two copies of forms of identification, which can be:

Passport, driving licence, birth certificate, utility bill (from last 3 months), current vehicle registration document, bank statement (from last 3 months), rent book (from last 3 months).

## **18. Changes to Hoath PC's Privacy Policy**

This Privacy Policy may be updated from time to time so you may wish to check it each time you submit personal information to Hoath PC. The date of the most recent revisions will appear on this page. If you do not agree to these changes, please do

not continue to use the Hoath website to submit personal information to Hoath PC. If material changes are made to the Privacy Policy, for instance affecting how we would like to use your personal information, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes).

## **20. Contacting Hoath PC about this Privacy Policy**

If you any questions or comments about this Privacy Policy please contact:

The Data Protection Officer  
Hoath Parish Council,  
Boyden Gate House,  
Boyden Gate,  
Canterbury, Kent. CT3 4EB.