

## **Wheatley Hill Parish Council Privacy Notice - Allotments/Stable Blocks**

### **1. Who we are and what we do**

Wheatley Hill Parish Council provides allotments and stable blocks for residents living in Wheatley Hill. Personal information collected by the Parish Council is used to allow the delivery of this service.

For the purposes of Data Protection, Wheatley Hill Parish Council is the Data Controller for your information.

### **2. What type of personal information do we collect and how do we collect it?**

We collect the following personal information from you;

- Name
- Address
- Date of birth
- Telephone number and email address
- Name and address of the witness to your application form

We collect information about you;

- from your completed Application Form
- from your Tenancy Agreement
- in person or by telephone or email when you contact us

### **3. What is our power to obtain and use the personal data?**

When we collect and use your personal information we rely on the following;

- Contract as you have entered into a contract with us
- Public task as the processing is necessary for us to perform our official function

### **4. What is your personal information used for?**

The Parish Council collects and processes information about you to;

- allow plots to be allocated on a fair basis
- enable the effective management of tenancies
- enable enquiries and complaints to be investigated and responded to
- enable the payment of the annual rent

### **5. Will your personal information be shared?**

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime or for legal proceedings.

## 6. How do we keep your personal information secure?

The security of your personal information is important to us and it is stored and held securely by the Parish Council. We have security policies and procedures to control and safeguard access to and use of your personal information.

## 7. How long will we keep your personal information?

As we are providing you with a service we have to keep your information as a record of the service you received. The length of time we keep it is detailed in our retention policy.

## 8. Is your personal information processed outside the European Economic Community (EEC)?

We do not process your personal information outside of the EEC.

## 9. Marketing

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

## 10. What are your Information Rights?

Your information rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected
- have your personal data erased
- place a restriction on our processing of your data
- object to processing
- request your data to be ported (data portability)

If you wish to exercise your information rights, please contact the Data Protection Officer at [clerk.whpc@btinternet.com](mailto:clerk.whpc@btinternet.com) or write to the Clerk, 12 Western Park, Hawthorn, Seaham, Co Durham SR7 8BF.

You have the right to request a copy of the personal information the Parish Council holds about you. To do this please contact the Clerk at [clerk.whpc@btinternet.com](mailto:clerk.whpc@btinternet.com) or write to the Clerk, 12 Western Park, Hawthorn, Seaham, Co Durham SR7 8BF.

To learn more about these rights please see the Information Commissioner's Office website or contact them at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF. Telephone: 0303 123 1113