

**Parish Office, New Road  
Impington, Cambridge  
CB24 9LU**  
Email: [clerk@hisimp.net](mailto:clerk@hisimp.net)  
Telephone: 01223 235906

## **Privacy Notice**

### **When you contact us**

The information you provide (personal information such as a name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

If you give us your details so that we can keep in touch generally or on a specific matter, or if you copy us into correspondence with another body (eg copy of comments on a planning application) we will never share those details.

If you contact us with a query or issue, then we *may* need to share some of your details with a third party (eg County or District Council, professional advisers etc). In all cases we will share the bare minimum of information to ensure that we can provide you with a satisfactory response.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation 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

### **Information Security**

Histon & Impington Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as it is necessary. After which it will be deleted. (You may request the deletion of your data held by Histon & Impington Parish Council at any time).

### **Children**

We will not process any data relating to 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 Officer:

Chelsea O'Brien  
Email: [deputy.clerk@hisimp.net](mailto:deputy.clerk@hisimp.net)  
Telephone: 01223 235906

### **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 our Data Information Officer to request this:

Chelsea O'Brien  
Email: [deputy.clerk@hisimp.net](mailto:deputy.clerk@hisimp.net)  
Telephone: 01223 235906

### **Information Deletion**

If you wish Histon & Impington Parish Council to delete the information about you please contact our Data Information Officer to request this:

Chelsea O'Brien  
Email: [deputy.clerk@hisimp.net](mailto:deputy.clerk@hisimp.net)  
Telephone: 01223 235906

### **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 the Data Information Office to object:

Chelsea O'Brien  
Email: [deputy.clerk@hisimp.net](mailto:deputy.clerk@hisimp.net)  
Telephone: 01223 235906

### **Rights Related to Automated Decision Making and Profiling**

Histon & Impington Parish Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Histon & Impington Parish Council Data Information Officer:

Chelsea O'Brien  
Email: [deputy.clerk@hisimp.net](mailto:deputy.clerk@hisimp.net)  
Telephone: 01223 235906

and the Information Commissioners Office:

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Telephone: 0303 123 1113

### **Summary**

In accordance with the law, Histon & Impington Parish Council only collect a limited amount of information 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. We regularly review our Privacy Policies to keep it up to date in protecting your data.