WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

PRIVACY NOTICE

Date of adoption: 18.09.2017 Review date: 11.12.2025 Next Review 12.2026

Contents

1. When You Contact Us……Page 2
2. Our Legal Basis for Using your Data ……..Page 2
3. Keeping Your Data Safe…….. Page 2
4. Children ……..Page 2
5. Rights of a Data Subject…….. Page 2
6. Correcting Your Information…… Page 2
7. Deleting Your Information…… Page 2
8. Objecting to Use of Your Data……Page 2
9. Automated Decisions and Profiling…….. Page 2
10. Summary……Page 2
11. Complaints……Page 2

1. WHEN YOU CONTACT US

We collect your personal details (like name, address, email, phone number, and organisation) to respond to you and provide services. We don't share your information with anyone else.

2. OUR LEGAL BASIS FOR USING YOUR DATA

We process your data under UK GDPR Rules:

- With your consent.
- To fulfil a contract or prepare for one.
- To carry out public duties or official tasks.

3. KEEPING YOUR DATA SAFE

We protect your data from misuse or loss using secure systems and policies. You can ask for copies of these policies. We only keep your data as long as needed, then delete it. You can ask us to delete your data at any time.

4. CHILDREN

We won't collect data from children under 13 without permission from a parent or guardian.

5. YOUR RIGHTS

You can ask to see the personal data we hold about you. This is free, unless your request is excessive or repetitive. We'll make sure the information is clear and easy to understand.

6. CORRECTING YOUR INFORMATION

You can ask us to fix or complete any incorrect or missing personal data. We'll respond within one month. In some cases, we may refuse, but we'll explain why.

7. DELETING YOUR INFORMATION

You can ask us to delete your personal data. We'll respond within one month.

8. OBJECTING TO USE OF YOUR DATA

If you think your data is being used for the wrong purpose, you can object. We'll investigate and reply within five working days. We don't use automated decision-making or profiling.

9. AUTOMATED DECISION AND PROFILING

We don't use any automated systems to make decisions about you or profile your data.

10. SUMMARY

We only collect what we need to provide services. We don't sell or share your data. We keep it safe and delete it when it's no longer needed. Our privacy policies are reviewed regularly and available on our website or by request.

11. COMPLAINTS

Complaints about how personal data has been handled should be made to the Town Clerk in the first instance via email to info@whitehilltowncouncil.gov.uk or via post: Whitehill Town Council, Forest Community Centre, Pinehill Road, Bordon, Hampshire, GU35 0BS or via telephone: 01420 473123.

Unresolved complaints can be escalated to the Information Commissioners Office (ICO) Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF email: casework@ico.org.uk Tel: 0303 123 1113 & website https://ico.org.uk/