



## **HORSMONDEN PARISH COUNCIL**

The Parish Office, Horsmonden Village Hall, Back Lane, Horsmonden, Kent, TN12 8LH

Clerk: Mrs. L Noakes; Tel: 01892 724989; email: [clerk@horsmonden-pc.gov.uk](mailto:clerk@horsmonden-pc.gov.uk)

[www.horsmonden-pc.gov.uk](http://www.horsmonden-pc.gov.uk)

### **Offer of assistance and support for Horsmonden Emergency Planning and consent to holding my Personal Information**

I would like to volunteer to assist with the Horsmonden Emergency Plan. In order to do that, I consent to the Parish Council holding my personal information.

I agree that I have read and understand Horsmonden Parish Council's Emergency Planning Privacy Notice. I agree, by signing below, that the Council may hold and process my personal information (shown below) for the purpose of Emergency Planning, providing information and corresponding with me. I understand that for the purposes of Emergency Planning it may be necessary to share my information with third parties in order to practice the procedures outlined in the Plan and to assist with putting the Emergency Plan into operation should the situation arise.

I have the right to request modification to the information that you keep on record. I have the right to withdraw my consent and request that my details are removed from your database.

#### **INFORMATION YOU WILL HOLD:**

Name:

Address:

Home phone number:

Mobile phone number:

Email address:

Assistance I can offer:

(Please list service, skills, qualifications, vehicles, equipment, etc.)

If you are offering chain saw assistance, please indicate what training/qualifications you have for its use (if any)

Signed:

Print Name:

Date:

# Emergency Planning Privacy Notice

This Notice is to advise you about the Council's use of your personal information in connection with its use in our Emergency Plan.

## **When you contact us/provide us with information:**

The information you provide (personal information such as name, address, email address, phone number, organisation, equipment and skills you can provide and assist with) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access facilities and services. Your personal information will not be shared or provided to any other third party other than where it is absolutely necessary in order to practice the procedures outlined in the Plan and/or to assist with putting the Emergency Plan into operation should the situation arise

## **The Council's Right to Process Information:**

The GDPR (Data Protection Act 2018) Article 6 (1) (a) (b) and (e) sets out how the Council should protect your data so that:

- 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 (the Parish Council).

## **Information Security**

Horsmonden Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary, after which it will be deleted.

## **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

## **Your Rights**

### **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: [Clerk@horsmonden-pc.gov.uk](mailto:Clerk@horsmonden-pc.gov.uk)

### **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: [Clerk@horsmonden-pc.gov.uk](mailto:Clerk@horsmonden-pc.gov.uk)

### **Information Deletion**

If you wish Horsmonden Parish Council to delete the information about you please contact: [Clerk@horsmonden-pc.gov.uk](mailto:Clerk@horsmonden-pc.gov.uk)

### **Right to Object**

If you believe that your data is not being processed for the purpose for which it has been collected, you may object. Please contact: [Clerk@horsmonden-pc.gov.uk](mailto:Clerk@horsmonden-pc.gov.uk)

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

Horsmonden Parish Council does not use automated decision-making or profiling of individual personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about 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 constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Horsmonden Parish Council Data Information Officer: [clerk@horsmonden-pc.gov.uk](mailto:clerk@horsmonden-pc.gov.uk) and the Information Commissioners Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113