

# **Deddington Neighbourhood Plan**

## **Privacy policy**

This privacy policy sets out how the Deddington Neighbourhood Plan Steering Group uses and protects any information that you give us.

The Deddington Neighbourhood Plan Steering Group is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

### **What we collect**

We may collect the following information:

- Name.
- Contact information including email address and telephone number.
- Demographic information such as a postal address.
- Details of any events we arrange that you attend.
- Information about any comments you make with regard to the Deddington Neighbourhood Plan.

The Deddington Neighbourhood Plan Steering Group is the data controller for this information.

### **What we do with the information we gather**

We require this information to understand your thoughts and needs to produce the Deddington Neighbourhood Plan, and in particular for the following reasons:

- Internal record keeping, including attendance at events.
- We may use the information to improve the Deddington Neighbourhood Plan.
- We may periodically send emails about forthcoming events and consultations concerning the Deddington Neighbourhood Plan.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **Your rights**

Under certain circumstances you have the following rights in relation to the information that we hold about you:

- The right to request access to your data.
- The right to request correction of your data.
- The right to request erasure of your data.

- The right to object to the processing of your data.
- The right to request that the processing of your data is restricted.
- The right to request the transfer of your data to another party.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to The Chairman, Deddington Neighbourhood Plan Steering Group, Windmill Centre, Hempton Road, Deddington, Oxfordshire, OX15 0QH or to [hello@deddingtonneighbourhoodplan.org](mailto:hello@deddingtonneighbourhoodplan.org)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

The information held by the Deddington Neighbourhood Plan Steering Group is not used for automated decision-making or profiling.

