

HLVNF Privacy Statement

Introduction

In May 2018 the General Data Protection Regulation (GDPR) comes into effect. It requires all organisations that hold personal data to be transparent about the data they have, why they have it and how it is used.

The GDPR gives individuals eight data subject rights, which we list and explain in your privacy notice:

1. Right to be informed: organisations must tell individuals what data is being collected, how it's being used, how long it will be kept and whether it will be shared with any third parties.
2. Right of access: individuals have the right to request a copy of the information that an organisation holds on them.
3. Right of rectification: individuals have the right to correct data that is inaccurate or incomplete.
4. Right to be forgotten: in certain circumstances, individuals can ask for the data an organisation holds on them to be erased from their records.
5. Right of portability: individuals can request that organisations transfer any data that it holds on them to another company.
6. Right to restrict processing: individuals can request that an organisation limits the way it uses personal data.
7. Right to object: individuals have the right to challenge certain types of processing, such as direct marketing.
8. Right related to automated decision making including profiling: individuals are free to request a review of automated processing if they believe the rules aren't being followed

High Lane Village Neighbourhood Forum (HLVNF) is publishing this statement about the information we hold.

What data do we hold?

The information that HLVNF holds on its members and interested parties was freely provided via one or more of the following methods:

- Direct communication with our Chairman, Richard Jones, for the application to the local authority for designation as a neighbourhood forum.
- Completion of a signing-in sheet and ticking the box for “wish to become a member of HLVNF” at a HLVNF meeting.
- Using the “contact us” link on the HLVNF website.
- Sending an email to the HLVNF Secretary.

The information we hold consists of name, address, email address and, in the case of members of the Management Committee, telephone number. We do not hold any other personal information.

HLVNF holds information on consultees for the statutory consultation stages on the Neighbourhood Plan. The sources of this information are:

- Information supplied by Stockport Council
- Information posted in websites on the internet

What do we do with your data?

HLVNF communicates with its members and interested parties on matters relating to planning and other issues affecting life in the Neighbourhood Area. For example, these include the High Lane Neighbourhood Plan, the Stockport Local Plan, the Greater Manchester Spatial Framework, neighbourhood plans in communities nearby and matters relating to infrastructure.

HLVNF communicates with its members and interested parties in order to keep them up to date, inform them about events, meetings and publications and to obtain feedback from time to time.

HLVNF communicates with consultees to gain feedback on the High Lane Neighbourhood Plan.

This is the sole purpose of obtaining and retaining your contact details and we will seek to ensure that our use of your data does not conflict with your rights and freedoms or legitimate interests.

Is the email link on the website a double opt-in?

No it is not

Who has access to your information?

Your information is only accessible to approved members of the Management Committee who have the password for the HLVNF email account.

HLVNF does not disclose your details and they are not passed on to anyone else

For members, interested parties and consultees, emails and newsletters are circulated “blind” so that the recipients are not visible.

For members of the Management Committee, emails are circulated with the email addresses visible in the address list because we agree to share that information.

On what lawful basis do you hold this data?

HLVNF has Legitimate Interests in holding and using this information for the following reasons:

- To carry out the aims and objectives of the neighbourhood forum, the most important of which is the development of a Neighbourhood Plan.
- To gain your feedback to ensure that we carry out the aims and objectives effectively.

- To keep in touch with you in the way that you want us to.

How up-to-date is the information?

This information is being updated for 24th Oct 2019.

When you inform us of any changes in your personal information, we will update our records.

What to do if you want us to stop using your personal information

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

How do I access my personal information?

You are fully entitled to ask at any time for details of any information High Lane Village Neighbourhood Forum may hold about you as an individual. You can do this by emailing ourforum@hlnvf.org

[HLVNF full subject access request policy is below](#)

How to withdraw your consent

You can withdraw your consent at any time. Please contact us if you want to do so using the email address below. An unsubscribe option appears at the bottom of all emails.

How to complain

Please let us know if you are unhappy with how we have used your personal information. You can contact us by email: ourforum@hlnvf.org

You also have the right to complain to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 01625-545700
Fax: 01625 524510

High Lane Village Neighbourhood Forum (HLVNF)

GDPR – Subject Access Request Policy May 2018

How to make a request to High Lane Neighbourhood Forum about any personal data it may hold about you.

- By email to ourforum@hlnvf.org

Rights to which you are entitled

- Access your personal data held by HLVNF
- The rectification and erasure of any data held by HLVNF
- The right to confirmation that your data is being processed
 - The right to be aware of and to verify the lawfulness of such process

High Lane Village Neighbourhood Forum Response to your request

- HLVNF may employ reasonable means to identify you as being the legitimate person making the request for your personal information
- HLVNF may provide the information either electronically or by hard copy
- Acknowledgement of any request will be made within 72hours and dealt with within one calendar month of receipt of the request. One calendar month is the period of time required by law in which any request must be responded to in full unless the below condition is the case.
 - If you make your request electronically the information HLVNF supplies by return will be provided in a commonly used electronic format
 - If any requests to HLVNF are numerous and or complex the one-month period may be extended by a further two months. If this was the case then HLVNF would inform you of this within the one-month period of compliance.
 - HLVNF is legally required to deal with your request free of charge except where the request is manifestly unfounded or repetitive in which case a charge will be made to cover administration fees.
 - HLVNF has the right to refuse excessively repetitive or manifestly unfounded requests.

END

