

# Hadley Wood Neighbourhood Planning Forum

## Privacy Notice v1

### Our contact details:

Name: Hadley Wood Neighbourhood Planning Forum

Address: c/o HWA Centre, 1-7 Crescent East, Hadley Wood EN4 0EL

E-mail: [hadleywoodnp@gmail.com](mailto:hadleywoodnp@gmail.com)

### The type of personal information we collect:

We currently collect and process the following information:

Personal identifiers, contact details, (email) addresses.

### How we get the personal information and why we have it:

The personal information we process is provided to us directly by you in connection with planning issues, including:

- Hadley Wood Neighbourhood Plan
- London Borough of Enfield Local Plan
- Green Belt Campaign
- Other planning related issues

In connection with the above purposes we may also receive personal information indirectly, from the following sources:

- Hadley Wood Planning Sub-Committee
- Hadley Wood Association

We use the information that you have given us in order to pursue the above-mentioned planning issues.

We may share this information with the Hadley Wood Planning Sub-Committee and the Hadley Wood Association.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by emailing [hadleywoodnp@gmail.com](mailto:hadleywoodnp@gmail.com).

(b) We have a legitimate interest.

## How we store your personal information

Your information is securely stored.

We keep your name, contact details (address, email address, telephone number) for as long as it is reasonably required to complete the task in relation with which it was collected. We will then dispose your information by deleting the relevant data files and destroying any printed/hard copies.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [hadleywoodnp@gmail.com](mailto:hadleywoodnp@gmail.com) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [hadleywoodnp@gmail.com](mailto:hadleywoodnp@gmail.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>