

# BEAN PARISH COUNCIL PRIVACY NOTICE DATA PROTECTION WEBSITE

This privacy policy applies only to [www.beanparishcouncil.uk](http://www.beanparishcouncil.uk)

Bean Parish Council (the “Council”) is committed to ensuring that your privacy is protected. Under the Data Protection Act 1998 the Council has a legal duty to protect any personal information it collects from you.

This privacy policy explains how the Council uses the information it collects about you and procedures that the Council has in place to safeguard your privacy.

## **The personal information we collect and how we use it**

The Council does not capture and store any personal information about an individual who accesses this website, except where he or she voluntarily chooses to give the Council personal information via email, or by using an electronic form on the website, or by enquiring about any of the Council’s services.

In these circumstances, any personal information supplied will only be used to provide the requested information or service unless wider purposes are specified in the form on which the information is supplied or at the point of collection on the website, in which case the information may be used for any of those wider purposes.

## **Disclosure**

The Council will only hold your information for as long as necessary for the purpose for which it was collected.

Personal information is not disclosed to third parties unless this is indicated on the web page and/or relevant form at the point of collecting the information or as required or allowed by law.

## **Use of cookies**

The Council may use cookies on its site. A cookie is a text file that identifies your computer to the server. Cookies in themselves do not identify the individual user, just the computer used.

If the settings on your software that you are using to view this website (your browser) are adjusted to accept cookies we take this, and your continued use of our website, to mean that you are fine with this.

Cookies are not used to collect any personal information.

You have the opportunity to set your computer to accept all cookies, to notify you when a cookie is issued, or not to receive cookies at any time. The way in which you do this depends upon the web browser which you use. Please refer to the “Help” function for your browser.

If you accept cookies, they may remain on your computer for many years, unless you delete them. Please note that turning off cookies may limit your use of our website and website services.

### **Links with other websites**

The Council's site contains links to and from other web sites. The Council does not necessarily endorse or support the organisations that are linked to or from our website. The Council cannot guarantee that links will work all of the time, and we have no control over the availability of the linked pages on other websites.

Please be aware that other web sites may deal with privacy differently to Bean Parish Council and the Council can take no responsibility for the privacy practices or the content of any linked websites. If you decide to access websites linked to ours, you do so at your own risk.

### **Virus and malware protection**

The Council makes every effort to check and test the material on the Council's site for malicious software or 'malware'. However, the Council cannot accept any responsibility or liability for any loss, disruption or damage to your computer system or information contained on it, which may occur as a result of using material from the Council's site. It is always advisable to run an anti-virus program on any material downloaded from the internet.

If an email infected with malicious software is sent to us, it will be deleted automatically before it reaches our email system. Please be aware that if you have unintentionally sent us an email infected with malicious software, it will not reach us. If you don't receive acknowledgement of your email within 10 working days, please contact the Clerk to the Council using the online enquiry form.

### **How we protect your information**

All the personal information collected via this website is recorded in a secure database.

All the Council's employees, Members and data processors, who have access to or are associated with the processing of personal information, are obliged to respect the confidentiality of that information.

The Council ensures that your personal data will not be disclosed to government institutions and authorities except if required or allowed by law.

### **Email security**

Please note that unless encrypted, email messages sent via the internet may not be secure and could be intercepted and read by someone else. Please bear this in mind when deciding whether to include personal or sensitive information in any email messages you intend to send.

### **Your consent**

By submitting your information, you consent to the use of that information as set out in this policy. If the Council changes this privacy policy it will post the changes on this page. Continued use of the service will signify that you agree to any such changes.

## **Users 16 and under**

If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide personal information to the Council's website. Users without this consent are not allowed to provide us with personal information.

## **Data Protection**

The Council will process any personal information that it collects in accordance with the Data Protection Act 1998. If you wish to access personal information collected from you via this website or if you have an enquiry or concern regarding the processing of personal data by the Council, please contact the Clerk to the Council

Adopted 9<sup>th</sup> April 2018