

## East Woodhay Parish Council: Privacy Policy

East Woodhay Parish Council is dedicated to safeguarding and preserving your privacy when visiting our website and communicating with us.

This Privacy Policy provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

We may update this Privacy Policy from time to time - the current version is available on the Parish Council website.

### **1. Information We Collect**

In our work as a parish council we may collect and process the following data about you:

1.1 Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data.

1.2 Information that you provide by filling in forms on our website, such as when you register for information.

1.3 Information provided to us when you communicate with us for any reason, such as via a letter, survey response or feedback form.

### **2. Use of Your Information**

The information that we collect and store relating to you is primarily used to enable us to provide our services. In addition, we may use the information for the following purposes:

2.1 To provide you with information requested from us, relating to our services.

2.2 To meet our commitments and to enable us to improve our services.

2.3 To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service.

2.4 To notify you of services we provide and news of our work.

2.5 For any other purpose if we have notified you of that purpose at the time you provided your information to us.

2.6 We will only contact you personally if you have provided consent for us to do so, and only by those means you provided consent for.

Please be advised that we do not reveal information about identifiable individuals publically but we may, on occasion, use anonymised data to provide aggregated statistical information for public reporting purposes – for example, illustrating the number of people who responded to a survey within a postcode area.

### **3. Storing Your Personal Data**

3.1 Because of where internet servers are located data that we collect from you may be held in locations outside of the European Economic Area for processing and storage. Also, it may be processed by staff operating outside the European Economic Area. By submitting your personal

data, you agree to this transfer, storing or processing. We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.

3.2 Data that is provided to us is stored on secure servers.

3.3 The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore at your own risk.

#### **4. Disclosing Your Information**

We may disclose your personal information in any of the following ways:

4.1 Where applicable, we may disclose your personal information to any member or staff of the parish council and/or its working parties.

4.2 We may also disclose your personal information to third parties where necessary for the work of the parish council, for example where necessary to run a survey.

4.3 Where we are legally required to disclose your information, for example for law enforcement purposes. In some cases we may not be able to notify you that such a disclosure has been made.

We will never sell or otherwise provide your personal information to third parties other than for the work of the parish council – and your details will not be used by us for commercial gain.

#### **5. Use of Cookies**

On occasion, the systems we use may gather information about your computer for our services and to provide statistical information regarding the use of our website.

Such information will not identify you personally - it is statistical data about website visitors and their use of our site. This statistical data does not identify any personal details.

Similarly, our systems may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

#### **6. Access To Information**

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details below.

#### **7. Contacting Us**

For any queries, comments or requests you may have regarding this Privacy Policy please contact the Parish Clerk: [clerk@eastwoodhay.org.uk](mailto:clerk@eastwoodhay.org.uk), telephone 01635 254149.