

# Twyning Parish Council Website Privacy Policy

Twyning Parish Council. are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We keep certain basic information when you visit our website and recognise the importance of keeping that information secure and letting you know what we will do with it.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Twyning Parish Council. This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the policy of that website provider. We have no control over that policy or the terms of the website and you should check their policy before continuing to access the site.

## INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.

## IP ADDRESSES AND COOKIES

We may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better service.

*We may use Category 1 cookies.* These cookies are essential in order to enable you to move around the website and use its features.

*We may use Category 2 cookies.* These cookies collect information about how visitors use our website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how our website works.

By using our website you agree that we can place these types of cookies on your device. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system may issue cookies when you log on to our site.

## WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who works for us or for one of our suppliers. Such staff maybe engaged in, the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **USES MADE OF THE INFORMATION**

We use information held about you in the following ways:

- \* To ensure that content from our site is presented in the most effective manner for you and for your computer.
- \* To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.  
To allow you to participate in interactive features of our service, when you choose to do so.

## **DISCLOSURE OF YOUR INFORMATION**

We may disclose your personal information to third parties:

- \* In the event that we sell or buy or merge with any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- \* If we are under a duty to disclose or share your personal data in order to comply with any legal obligation.
- \* In order to provide Tewkesbury Borough Council or their Officers with any information that is held by us electronically, and that we are required to pass on to them. We may also use your data to communicate with you by email, sms, voice message or by letter. We will restrict this to providing information of events products and services that we will be providing that we expect to be of benefit.
- \* We may hold information about Members of the Council and Officers of the Council. This could include payroll and personal data and these will be respected as confidential and only passed on to organisations that have a right to it – Tewkesbury Borough Council, HMRC, etc.
- \* We will not use your data for any other purpose.

## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **ACCESS TO INFORMATION**

You have the right to access information held about you. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. However, we advise that you check this page regularly to keep up to date with any necessary changes.

## **CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Twyning Parish Council.