

# **Lewannick Parish Council**

## **Privacy Notice**

### **When you contact us**

The information you provide (personal information such as name, address, e-mail address, telephone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any third party.

### **The Councils Rights to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (c)

Processing is with the consent of the data subject or processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **Information Security**

Lewannick Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Lewannick Parish Council at any time).

### **Children**

We do not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

### **Access to information**

You have the right to request access to the information we have on you. You can do this by contacting our Clerk, Elaine Cook.

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk.

### **Information Deletion**

If you wish Lewannick Parish Council to delete the information about you please contact the Clerk to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for you may object. Please contact the Clerk.

### **Rights Related to Automated Decision Making and Profiling**

Lewannick Parish Council does not use any form of automated decision making or the profiling of individual personal data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Lewannick Parish Council's Clerk and the Information Commissioner's office [casework@ico.org.uk](mailto:casework@ico.org.uk) (<mailto:casework@ico.org.uk>)

### **Conclusion**

In accordance with the law we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored correctly. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

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## **Internet Privacy Statement**

**Last updated: September 2018**

This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site. We use your Personal Information only for providing and improving the Site. By using the Site, you consent and agree to the collection and use of information in accordance with this policy.

### **Information Collection and Use**

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally, identifiable information may include, but is not limited to your name ("Personal Information").

### **Log Data**

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, and the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this. This data is completely anonymised, and does not include personal information such as name or e-mail address.

### **Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **Changes to this Privacy Policy**

This Privacy Policy is effective as of September 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page. We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post modifications to the Privacy Policy on this page will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

Elaine Cook, Parish Clerk

Lewannick Parish Council

Adopted 18 September 2018