

# Thelbridge Parish Council

## Privacy Policy

### 1. Introduction

This policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

### 2. The website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

### 3. Use of cookies

Cookies are small files saved to the user's computer hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

### 4. What do we use cookies for?

We may use cookies to remember personal settings you have chosen at our website. In no other context do we use cookies to collect information that identifies you personally. Most of the cookies we set are automatically deleted from your computer when you leave our website or shortly afterwards.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

Should users wish to deny the use and saving of cookies from this website onto their computer's hard drive, they should take necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors.

### 5. Personal information

Whilst using our website, you may be required to provide personal information (name, address, email, etc.). We will use this information to administer responses to enquiries and an email database for the distribution of agenda. We will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Further, by providing telephone and email details, you consent to Thelbridge Parish Council contacting you using that method. You have the right at any time to request a copy of the personal information we hold

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on you. Should you wish to receive a copy of this, or would like to be removed from our database, please contact us at [clerk@telbridge-pc.gov.uk](mailto:clerk@telbridge-pc.gov.uk).

### 6. Information collection and use

Thelbridge Parish Council collects information when you directly give it to us (“Directly Provided Data”)

When you sign up through our site or communicate with us, you may choose to voluntarily give us certain information. All this information requires a direct action by you at that time in order for us to receive it.

### 7. How long do we keep your data for?

We will not retain your personal information longer than necessary.

### 8. Choosing how we use your data

We understand that you trust us with your personal information and we are committed to ensuring you can manage the privacy and security of your personal information yourself.

With respect to the information relating to you that ends up in our possession, and recognising that it is your choice to provide us with your personally identifiable information, we commit to giving you the ability to do all of the following:

- You can verify the details you have by contacting our Clerk at [clerk@telbridge-pc.gov.uk](mailto:clerk@telbridge-pc.gov.uk). Our security procedures mean that we may request proof of identity before we reveal information, including your e-mail address and possibly your address.
- You can also contact us by the same method to change, correct, or delete your personal information controlled by Thelbridge Parish Council at any time.
- You can always feel free to update us on your details at any point by emailing [clerk@telbridge-pc.gov.uk](mailto:clerk@telbridge-pc.gov.uk).
- You can request a readable copy of the personal data we hold on you at any time. To do this, please contact us at [clerk@telbridge-pc.gov.uk](mailto:clerk@telbridge-pc.gov.uk).