

## **1. Introduction**

1.1 West Hendred Parish Council takes your privacy very seriously. Please read this privacy policy (**Privacy Policy**) carefully as it contains important information about what to expect when we collect personal information about you and how we will use your personal data. In this Policy, we use the terms "we", "us" and "our" to refer to West Hendred Parish Council and "you" and "your" to refer to website visitors.

1.2 Organisations or individuals who only process personal data for judicial functions, to maintain a public register or for domestic or recreational reasons are exempt. We therefore do not have to register with the ICO. However adhere to the principles of the Data Protection Act (DPA) and understands best practice for managing information.

## **2. The information we collect about you**

2.1 When you register for our services or contact us for recruitment purposes, we collect the following personal information from you:

- your name; and
- your postal address, email address and telephone number

## **3. How we will use the information about you**

3.1 We gather this information:

- for communication purposes. For example, if you instruct us to provide services or to provide you with updates. If you instruct us, the relevant information is used to communicate with you on any matter relating to the business and
- for recruitment purposes if you enquire about or apply to us for employment.

## **5. Cookies and other information-gathering technologies**

5.1 Our website uses cookies. Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. These cookies allow us to distinguish you from other users of the website which helps us to provide you with a good experience when you browse our website, and also allows us to improve our site.

5.2 For more information on which cookies we use and how we use them, see our Cookies Policy.

## **6. How we protect your information**

6.1 We have put in place the following security procedures and technical and organisational measures to safeguard your personal information.

6.2 We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure, and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

## **7. Access to your information and updating and correcting your information**

7.1 You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to [parishcouncilclerk@westhendred.net](mailto:parishcouncilclerk@westhendred.net) or send a letter to the Parish Clerk at the address published on our website.

7.2 We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to us changes, for example, if you change your email address or name, please let us know the correct details by sending an email to \_\_\_\_\_, or send a letter to us at the address stated in section 1. You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

## **8. Your consent**

8.1 By submitting your personal information, you consent to the use of that information as set out in our Privacy Policy.

## **9. Changes to Privacy Policy**

9.1 We keep our Privacy Policy under regular review. If we change our Privacy Policy, we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. This Privacy Policy was last updated on 1 January 2016.

## **10. How to contact us**

10.1 We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments, please send an email to [parishcouncilclerk@westehndred.net](mailto:parishcouncilclerk@westehndred.net)

## **11. Links to other websites**

11.1 Our website contains links to other websites. This Privacy Policy applies only to this website, so when you access links to other websites, you should read their privacy policies