

# *Privacy Notice*

14 June 2018

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## ***When you contact us***

The information you provide (personal information such as name, address, email address, phone 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 be not shared or provided to any other third party.

## ***The Councils Right to Process Information***

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

- Processing is with 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***

St Ewe 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.

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 St Ewe Parish Council at any time.

## ***Children***

We will 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 Proper Officer, the Clerk, by email or post:

Mrs Christine Wilson  
Lower Burlorne Tregoose  
Washaway, Bodmin PL30 3AJ  
EMAIL: clerk@st-ewe-parish.co.uk

### ***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 by email or post to request this.

### ***Information Deletion***

If you wish St Ewe Parish Council to delete the information about you, please contact the Clerk by email or post 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 by email or post to object.

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

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

### ***Website***

St Ewe Parish Council runs its website ([st-ewe-parish.co.uk](http://st-ewe-parish.co.uk)) for the community. Information about the parish council is organised and uploaded by the clerk. Information about local events, tourism, etc, is organised and uploaded by volunteers.

Like many site operators, our website will collect information ("Log Data") that your browser sends whenever you visit our website. This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, 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, our website may use third party services such as Google Analytics that collect, monitor and analyse this data. This data is completely anonymised and does not include personal information such as name or email address. Images on the website, do not have embedded location data (EXIF GPS) included. Articles on this site rarely include embedded content (e.g. videos, images, articles, etc.); however, if there is imbedded content from other websites, it behaves in the exact same way as if the visitor has visited the other website.

Cookies. Cookies are files with small amounts 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, our website uses "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 website.

### ***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 securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep the council up to date in protecting your data.

### ***Complaints***

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Clerk, whose contact details are on page one, and/or the Information Commissioners Office, [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

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ADOPTED BY THE PARISH COUNCIL: 9 July 2018

SIGNED *Will Richards*

Chair to St Ewe Parish Council