

PRIVACY POLICY

Shiplake Parish Council (SPC) is a public authority. Its procedures for compliance with the requirements of the Data Protection Act 2018 as set out in this Privacy Policy.

The Privacy Policy relates to information which is obtained by SPC and for which SPC is the Data Controller. It sets out how SPC uses and protects any information that you give to SPC when you use its website. SPC is committed to ensuring your privacy is protected. Should we ask you to provide certain information by which you can be identified when using the website, you can be assured that it will only be used in accordance with this privacy statement.

SPC may change this policy from time to time and we will contact users to let them know of any substantive changes.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, to provide information, where appropriate, to other public authorities and to enable you to access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to process Information

- General Data protection Regulation (GDPR) (Data protection Act 2018) 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

SPC is aware of the need 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.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child under 13 without the express consent of the child's parent or guardian.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@shiplakevillages.com.

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: clerk@shiplakevillages.com.

Information Deletion

If you wish Shiplake Parish Council to delete the information about you please contact: clerk@shiplakevillages.com.

Right to Object

If you believe that your data is not being processed for the purpose for which it has been collected, you may object. Please contact clerk@shiplakevillages.com.

Rights Related to Automated Decision Making and Profiling

Shiplake Parish Council does not use automated decision making or profiling of individual personal data.

Cookies and other technologies

What is a cookie?

A cookie is a small text file that is stored on the web browser of your computer or mobile device by a website's server. The information that is collected is unique to you and only the server that delivered the cookie will be able to retrieve or read its contents.

The benefits of cookies

Cookies are often used to enhance your experience on a website as they can remember information about your visit, such as your personal preferences. For example, cookies are used when you create an account with a website so that information about you can be remembered saving you time on your next visit.

How we use cookies

We use cookies to allow us to provide those who have specifically registered to use our website with a tailored experience (for example the ability to post on our forum).

We use traffic log cookies (currently via Google Analytics). These record which pages you visit and identify you solely by your network address (IP address) and the equipment and software you are using to browse the website. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs.

If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies. Information on deleting or controlling cookies is available at www.aboutcookies.org. Please note that by deleting cookies or disabling future cookies you may not be able to access certain areas or features of our website.

Links to other websites

SPC's website contains links to other websites. SPC cannot be responsible for the protection and privacy of any information a user provides whilst visiting such sites, which are not governed by this privacy statement. Users should exercise caution and look at the privacy statement applicable to the website in question.

In Conclusion

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 in this Privacy Policy. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our privacy policy to keep it 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 Shiplake Parish Council Data Information Officer at clerk@shiplakevillages.com and / or the Information Commissioner's Office at casework@ico.org.uk Tel: 0303 123 1113