

# **Thorverton Parish Council - Website Privacy Statement. Adopted July 2018.**

## **Privacy and Cookie Policy**

Thorverton Parish Council is committed to ensuring that your privacy is protected. Should you be asked to provide certain information, by which you can be identified, when using this website you can be assured that it will only be used in accordance with this Privacy Statement.

Thorverton Parish Council may make amendments to this policy from time to time and you should check the page contents to ensure that you are happy with it.

## **WHAT IS COLLECTED**

The following information could be collected:

- Contact information including email address.
- Demographic information such as postcode.
- Other information relevant to customer service, quotes etc.
- Your computer's IP address

## **WHAT IS DONE WITH THE INFORMATION GATHERED**

This information is required so as to understand your needs, and to provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- To improve services
- To periodically send emails about services, meetings, or events

## **SECURITY**

The Council is committed to ensuring that your information is secure to prevent unauthorised access or disclosure. Suitable physical, electronic, and managerial procedures have been put in place so as to safeguard and the information collected online.

## **HOW COOKIES ARE USED**

A cookie is a small file placed on your computer's hard drive, the cookie helps analyse web traffic or allows web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps analyse data about webpage traffic and improve the website by tailoring it to customer needs. The information is only used for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help provide a better website by enabling the Council to monitor which pages you find useful and which you do not. A cookie in no way gives access to your computer, or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our websites.

The Council is not in control of the delivery of cookies from service providers, such as Google Analytics and YouTube. Any comments or questions that you may have should be raised with the originator of those cookies.

Your use of this website is taken as consent to the placing of cookies on your system. If you disagree please take the following action (for technical support please contact your IT support technician):

- Close this website
- Use your web browser's tools to "delete your cache"
- Quit your browser
- You can then choose to disallow cookies from this website via browser settings

If you continue without changing your settings we will assume that you are happy to receive all cookies from our website.

#### **LINKS TO OTHER WEBSITES**

Our website might contain links to other websites of interest and you should note that, once you use links to leave our site, we do not have any control over other websites. The Council cannot, therefore, be held responsible for the protection and privacy of any information which you provide whilst visiting other sites and sites that are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

#### **CONTROLLING YOUR PERSONAL INFORMATION**

If you have previously agreed to us using your personal information for direct marketing purposes you may change your mind at any time by writing to or emailing us at [thorvertonpc@gmail.com](mailto:thorvertonpc@gmail.com)

The Council will not sell, distribute, or lease your personal information to third parties unless required by law to do so.

You may request details of personal information held about you under the General Data Protection Regulation Act 2018. A small fee may be payable. If you would like a copy of the information held on you contact the Clerk on [thorvertonpc@gmail.com](mailto:thorvertonpc@gmail.com)

If you believe that any information held on you is incorrect, or incomplete, please e-mail the Clerk as soon as possible so that any corrections can be made.

**Thorverton Parish Council is registered with the ICO as a Data Controller.**