



SANDRIDGE PARISH COUNCIL PRIVACY AND COOKIES POLICY

Sandridge Parish Council is committed to respecting your privacy. The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation, we deal with you.

Should you have a question about the data we store, our contact details are:

Simon Thwaites
Sandridge Parish Council
Marshalswick Community Centre
The Ridgeway
St Albans
Herts
AL4 9TU
clerk@sandridge-pc.gov.uk
(01727) 831871

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom.

This information will not be disclosed to anyone outside Sandridge Parish Council.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact clerk@sandridge-pc.gov.uk.

The type of information that we will collect on you, and you voluntarily provide to us on our website may include:

- * Your name
- * Address
- * Telephone number(s)
- * Email address
- * Survey responses
- * IP address

We may, in further dealings with you, extend this information to include your address, records of conversations and agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however we require at least the information above in order for us to deal with you as a customer/resident/volunteer/service user in an efficient and effective manner.

The legal basis for processing your data is based on your specific consent / performance of a contract / compliance with a legal obligation / our legitimate interest that we will have requested / stated at the point the information was initially provided, therefore we will not store, process or transfer your data unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you have the right to remove your consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, your data will only be retained as long as relevant and necessary after which it will be deleted.

PROTECTION OF PERSONAL INFORMATION

Sandridge Parish Council takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction.

Sandridge Parish Council uses industry-standard efforts to safeguard the confidentiality of Data, including, as applicable, encryption and firewalls. We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

COOKIES

Our website uses cookies – these are small text files that are placed on your device to help our website to provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on our site and on others. The most effective way to do this is to disable cookies in your browser.

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting the Parish Office or the Information Commissioners Office.

June 2018