

Steeple Ashton Parish Council (SAPC) - GDPR Privacy Notice (Issue 3 on 20-05-2018)

Introduction

Steeple Ashton Parish Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our residents and web site users and we have set out below what we will do with your personal information.

SAPC will be referred to as the 'Controller' of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location based information. This can however include name, address, email, phone number.

Why we collect your data

We need to know basic data to provide a service. We will not collect any personal data from you which we do not need to provide and oversee this service to you.

What we may do with your data

All the personal data we process is processed by our officers for Parish Council business. Such data may derive from conversations, letters, emails, our web site and our Facebook pages. If any of this data is held electronically, it will be located on secure servers within the European Union. No third parties will be given access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for communicating with you will be kept with us until you notify us that you no longer wish to receive this information.

Disclosure of personal information

We will never disclose personal details intentionally without the consent of the owner unless required to by law. This applies to conversations, letters, emails and our web site and Facebook pages. We will endeavour to ensure that personal details are not disclosed, but if any are, and we become aware of it, we will remove those details from the source at the earliest opportunity.

What we would also like to do with your data

If you have contacted us via email or contact form, then we will use the data you have provided to process your request. If you have subscribed to website updates or newsletters, then you will receive those until you unsubscribe.

Visitors to our web site and Facebook Pages

When someone visits our web site or Facebook Pages, we or the website administrators use a third party service, such as Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We and they do this to find out things such as the number of visitors to the various parts of the site. This information is only processed by us in a way which

does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third party service to help maintain the security and performance of our website and Facebook Pages. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of Cookies

This internet sites uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

SSL Certificates

SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. This is necessary even if you just have a contact form or if visitors are able to subscribe to your updates. The major browsers such as Google Chrome and Safari are already rolling out warnings to visitors who are visiting non https websites. We have made changes to our web site to make it SSL compliant so when you visit our web site you should see its address as <https://steeple-ashton.co.uk>.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing to the Clerk via our email address:

steepleashtonpc@outlook.com

or by post to:

The Clerk, Steeple Ashton Parish Council, The Parish Office, St. Mary's School, The High Street, Steeple Ashton, Trowbridge, BA14 6EU. We will normally respond within 20 days.

What are your rights

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Chairman at Mrs. F. Buffery-King at franbuffery@hotmail.com and request that we investigate.

If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office using their website www.ico.org.uk/concerns.

Steeple Ashton Parish Council is registered with the Information Commissioner's Office reference Z7709011.

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