

# **DATCHET PARISH COUNCIL PRIVACY POLICY**

## **General**

This privacy policy sets out how Datchet Parish Council uses any information that you give us. The information that you provide us with, or that is gathered automatically helps us to monitor our service and provide you with a continually improving service. Above all we respect your privacy. If you have any concerns, questions or comments please email [clerk@datchetparishcouncil.gov.uk](mailto:clerk@datchetparishcouncil.gov.uk)

## **Collection of Non-Personal Data**

We may collect certain non-personal data when you visit our web site, such as the type of browser you are using, the type of operating system being used and the domain name of your internet service provider (or ISP)

## **Collection of Personal Data**

We will only collect personal data (as defined by the Data Protection Act 1998) when it is required by us to provide you with a current or future service. Information may be collected on paper or online forms, by telephone, email or by face to face with a member of staff or a councillor. We will only collect the minimum amount of information about you that is necessary for correspondence, information and service provision.

## **How the Information Collected is Used.**

We may use non-personal data to analyse the use of our web site, which will allow us to improve the design and content to meet changing needs.

In the case of your personal data we will only use this to provide the service or information that you have requested as part of our normal everyday council business. All officers and councillors who have access to your personal data and are associated with the handling of that data are obliged to respect its confidentiality.

## **WE DO NOT RENT OUT OR SELL ON PERSONAL DATA TO OTHER PARTIES**

We may co-operate with any local or national government or law enforcement authorities at their request and provide any information we hold. We also reserve the right to provide such information to third parties on receipt of appropriate documentation of their intention to issue legal proceedings against a user. i.e. court order, subpoena or law enforcement request.

## **How the Information Collected is Stored**

We make sure that your data is stored securely and we will only hold it for the minimum period necessary. When it is deemed to be no longer required we will delete or securely destroy all information.

## **Third Parties.**

Our web site has links to other useful websites and address whose policies may be different to ours. Please note that the Datchet Parish Council has no control over, and is not responsible for the content of, or the protection and privacy of, any linked external internet sites. These are not covered by this privacy policy.

### Email

We may send e-mails to users who have provided their details to us. We do not give our user list out to other parties. We do not approve of unsolicited e-mail and do not believe e-mailing users against their wishes. To that end we keep all e-mails to a minimum, unless a regular update is specifically and explicitly requested by the user. Should you wish to opt out of any and all e-mails, please contact us.

While we strive to keep the information that you supply directly or indirectly secure please be aware that the Internet is not a fully secure medium and we cannot guarantee that any email sent from you to us, or vice versa, will remain secure during transmission.

### Cookies

Our website only uses cookies to assist with your browsing of the site. This type of cookie is termed “strictly necessary”.

You can disable cookies by modifying the settings on your browser.

### Policy Changes

By using our site you agree to accept this privacy policy and are aware that our policy may change with time. Any changes to this policy will appear on this web page. If you have any questions, please e-mail [webmaster@coxgreen.gov.uk](mailto:webmaster@coxgreen.gov.uk)

### Your Rights

- **Access to information** – You have the right to request access to the information we have about you.
- **Information Correction** – If you believe that the information we have about you is incorrect you may contact us so that it can be updated and kept accurate.
- **Information Deletion** – You can request that we delete the information about you.
- **Right to Object** – You may object if you believe that your data is not being processed for the purpose for which it has been collected

For any of the above, or if you have a complaint regarding the way your personal data has been processed please contact **The Parish Clerk**

**Email:** [-clerk@datchetparishcouncil.gov.uk](mailto:-clerk@datchetparishcouncil.gov.uk)

**Tel:** - 01753 773499

**Address:** - Parish Office, 1 Allen Way, Datchet, Berks SL3 9HR.  
(Opening Hours Monday, Wednesday and Friday 9:30 to 12:30)