



TATWORTH AND FORTON PARISH COUNCIL

Privacy Policy

Adopted on Thursday 6th December 2018

Minute No 207/18/4

Reviewed 9th May 2019

Minute 44/19/4

Signed George Beattie Chairman

General

Tatworth and Forton Parish Council complies with the requirements of the General Data Protection Regulation. The Council follows procedures that aim to ensure all employees, elected Members, contractors, consultants, partners or other servants or agents of the Council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties under the General Data Protection Regulation.

If you would like to speak with our office about this policy, please call 017460 221066 or e-mail clerk@tatworthandfortonparishcouncil.org.uk

This privacy policy sets out how Forton and Tatworth Parish Council uses and protects any information that you give Tatworth and Forton Parish Council when you use this website. Tatworth and Forton Parish Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. Tatworth and Forton Parish Council may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 06/12/18.

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to carrying out our service

We do not store financial details

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send promotional emails about services, updates or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you in relation to a service we provide.
- We may contact you by email, phone or post.

Third-Party

We may share your Personal Data or other information about you with others in a variety of ways as described in this section of the Privacy Policy. We share Personal Data with third-party service providers that perform services and functions at our direction and on our behalf. These third-party service providers may, for example, provide you with services, verify your identity, assist in processing transactions, or provide customer support.

We use a third party software ? to send our email marketing communication and we export your email address to them for this purpose. You can view their **privacy policy here**.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow 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 us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us 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 the website.

Links to other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites 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

You may choose to restrict the collection or use of your personal information. If you have previously agreed to us using your personal information for email marketing purposes, you may withdraw consent at any time by writing to or emailing us at :-

clerk@tatworthandfortonparishcouncil.org.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the EU GDPR 2018. If you would like a copy of the information held on you please write to the

Parish Clerk Mr Bruce Poole BA(Hons) FSLCC MMC
Tatworth and Forton Parish Council
The Parish Office
Tatworth Memorial Hall
Kents Road
South Chard
SomersetTA20 2QA.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.