

Waddington Parish Council Privacy Policy and Notice

September 2018

Waddington Parish Council ("us", "we" or "our") is committed to respecting your privacy and to complying with applicable data protection and privacy laws.

You can visit our website without disclosing any personally identifiable information about yourself (although please note that we may use cookies and collect other non-personally identifiable information about your browsing activity - see our cookie policy for detailed information).

If you do submit personal information completing a web form to inform us about a new event or organisation for example, you can be assured that we will use your personal information only to support your continuing relationship with Waddington Parish Council.

We have provided this Privacy Policy Statement to help you understand how we collect, use and protect your information when you visit our website and when you generally use our products and services.

We wish to help you make informed decisions, so please take a few moments to read the sections below and learn how we may use your personal information.

Personal Information Collection

We endeavour to collect and use your personal information only with your knowledge and consent and typically when you send information to us via our website.

The type of personal information we collect is kept to an absolute minimum for us to communicate with you. This is typically only your organisation's name and the other elements are business details, such as, contact postal address, telephone number, email address and other key contact information. We understand that some of those who correspond with us have a cross-over with personal and business contact information so we treat all data captured in the same way, as personally identifiable data.

If you choose to provide us with personal information it will only be used in support of the intended purposes stated at the time at which it was collected.

Non-personal Identifying Information

We may also collect non-personally identifying information about your visit to our websites using cookies. This information may include the pages you browse and products and services viewed. We also use ASP.Net session cookies to enhance your browsing experience and allow our website to function.

No personal data is stored in these cookies and they are only stored for the duration of your visit to our web pages.

Further information on cookies can be found in our [Cookie Policy here](#).

How will we use your information?

We only use your information for the purpose in which you gave it to us. This could be to register a new organisation or inform us about an event which is going to take place in the future.

How long do we keep your information for?

To make sure we meet our legal data protection and privacy obligations, we only hold on to your information for as long as we need it for the purposes we acquired it for in the first place.

In most cases, this means we will keep your information for as long as you continue to use our services, and for a reasonable period afterwards. After that we will delete it, other than where we lawfully need to keep any data (7 years for accounting records and VAT reporting).

We keep data on our prospects for no longer than 3 years from receipt, subject to an individual's right to unsubscribe or be forgotten at any time.

Access to your Information

You can write to us at any time to obtain details of the personal information we may hold about you, request amendments or remove data (where we have no legal obligation to store such information). Please write to: info@waddingtonvillage.co.uk or Data Information, Waddington Parish Council, c/o 3 Knunck Knowles Drive, Clitheroe, BB7 2JF.

Please quote your name and address together with a preferred contact method (e.g. telephone number).

We will respond to any requests no later than the nearest subsequent business day on the equivalent date of the day after receiving the initial enquiry in the following calendar month or, where there isn't such a date the nearest subsequent business day according to the last day of the following month. Any changes or deletions will also be handled within the same timescale of receiving the request. This is usually within 28 days of receiving the initial request.

We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

Information Security

Waddington Parish Council recognises that it is important to protect personal information from misuse and abuse and about privacy in general. We are constantly reviewing and enhancing our technical, physical and managerial procedures and rules to protect your personal data from unauthorised access, accidental loss and/or destruction. We use industry standard certificates to provide encryption of data in transit where applicable, for example, all access to the management portals and servers we use internally are covered by secure connections.

Please be aware that communications over the Internet, such as emails/webmails, are not secure unless they have been encrypted. Your communications may route through several countries before being delivered - this is the nature of the World Wide Web/Internet. Waddington Parish Council cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

Privacy Support

Waddington Parish Council reserves the right to amend or modify this Privacy Policy Statement at any time and in response to changes in applicable data protection and privacy legislation.

If we decide to change our Privacy Policy, we will post the changes on our website so you know what information we collect and how we use it. If at any point we decide to use personally identifiable

information in a manner different from that stated at the time it was collected, we will tell you. You will have a choice as to whether we are able to use your information in this different manner.