

# **Kelbrook and Sough Parish Council**

## **Privacy Statement**

This privacy policy sets out how Kelbrook and Sough Parish Council uses and protects any information that you give when you use this website.

Kelbrook and Sough 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.

Kelbrook and Sough 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.

## **What Data We Collect**

We may collect the following information:

Name and address, Contact information including telephone and email address, demographic information such as postcode

## **What We Do With Information We Gather**

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

### **To process your enquiries and our internal record keeping**

From time to time, we may also use your information to contact you for other purposes. We may contact you by email, phone, or mail.

## **How Long Do We Keep This Data**

We are required by law to keep your data for a minimum of six years from any transaction after which time your data will be securely removed.

## **Data Security**

We are committed to ensuring that your information is secure and encrypted. 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**

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 Data Protection Act 1998.

If you would like a copy of the information held on you please email us on [clerk@kelbrookandsough-pc.gov.uk](mailto:clerk@kelbrookandsough-pc.gov.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible [clerk@kelbrookandsough-pc.gov.uk](mailto:clerk@kelbrookandsough-pc.gov.uk)

We will promptly correct any information found to be incorrect.

If you believe that we've misused your information in any way then you are able to raise a concern with the ICO by clicking [here](#)