

<b>South Willesborough and Newtown Community Council</b>
<b>DATA PROTECTION POLICY</b>

## **DATA PROTECTION POLICY**

### **1. Your Personal Data – what is it?**

Personal data refers to data which can objectively identify a living person. Identification can be by any information, alone or in conjunction with any other information in the data controller's possession, or likely to come into such possession. The processing of the personal data is governed by the General Data Protection Regulation (GDPR).

### **2. Who are we?**

South Willesborough and Newtown (SWAN) Community Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. GDPR – Privacy notice**

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

#### *3.1. Visits to the website.*

When someone visits our website we or the website administrators use a third-party service (such as Google Analytics) to collect standard internet log information 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 need to collect personally identifiable information through our website, we will be transparent about this and will make clear the reasons we need this personal information, and what we intend to do with it, at the point that it is collected.

#### *3.2. Security and performance*

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We use a third-party service to help maintain the security and performance of our website. To deliver the service the website processes the IP address of visitors to the site.

### *3.3. Links to other websites.*

This privacy notice does not cover the links on our website which link to other external websites. We would encourage you to read the privacy statements on any other websites that you are redirected to as a result of a visit to the SWAN Community Council website.

### *3.4. Use of Cookies.*

The site uses cookies to maintain and keep track of users' preference and authenticated sessions to identify technical issues, user trends, the effectiveness of the any campaigns, and to monitor and improve the site performance.

### *3.5. Disclosure of personal information*

We collect contact details via the website for the purposes of providing a service to existing and potential correspondence and residents. We will never disclose any personal data without the consent of the owner unless required to do so by law. Details are only held for as long as is required by the Community Council business and no longer than three years.

### *3.6. Your rights and your personal data*

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Community Councils holds about you.
- The right to request that the Community Council corrects any personal data if it is found to be inaccurate or out of date.
- The right to request that your personal data is erased.
- The right to withdraw your consent to the processing of your data at any time.
- The right to request that the data controller provide you with your data and, where possible, transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioner's Office

### *3.7. Access to personal information*

Individuals can find out if we hold any personal information by making a 'subject access request' under the GDPR. If we hold any 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 requests in writing via the Parish Council Clerk, we will normally respond in 20 days

### *3.8. How your information will be used.*

Any personal information such as name, postal or email address, telephone number etc. given via this website will only be used to provide the requested service; kept as long as required to provide that service, and not be disclosed to any third party without your permission (or unless we are required to do so by law).

If you feel that we have failed to meet these standards then please contact the Clerk , or make a complaint direct to the Information Commissioner using their website

[www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

<POLICY ENDS>