

South Willesborough and Newtown (SWAN) Community Council

GDPR Policy

Your Personal Data – what is it?

Personal data refers to a living individual who can be identified from that data. 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 person data is governed by the General Data Protection Regulation (GDPR)

Who are we?

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

GDPR – Privacy notice

SWAN Community Council takes the protection of your data seriously. Our aim is to provide a personalized and valuable service, whilst safeguarding our user's 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.

Visits to the website.

When some-one 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 it clear when we collect personal information, the reasons we need this personal information and what we intend to do with it.

Security and performance

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

Links to other websites.

This privacy notice does not cover the links within the site linking to other websites. We would encourage you to read the privacy statement on other websites you visit.

Use of Cookies.

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

Disclosure of personal information

We collect contact details via the website for the purposes of providing a service to existing and potential correspondents and residents. We will never disclose any personal data without the consent of the owner unless required by law. Details are only held for as long as is required by the Community Council

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 the community council corrects any personal data if found to be inaccurate or out of date.
- The right to request 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 the subject with his/her personal 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 a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office

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 Council's Clerk We will normally respond in 30 days

How your information will be used.

GDPR – any personal information such as name, postal or email address, telephone number 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 Commission using their website www.ico.org.uk/concerns

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