

West Lavington Parish Council **Website Privacy Notice**

West Lavington Parish Council is committed to protecting your privacy whether you are visiting our website or providing your personal information to us or we receive it in any other way.

The General Data Protection Regulation (2018), also known as GDPR and henceforth referred to as such in this Website Privacy Notice, is Europe's new framework for data protection laws and was enacted in the UK on 25 May 2018. It requires that all organisations including parish councils adhere to strict requirements when processing personal data. By using this website you consent to our processing your data as required under the GDPR.

If at any time you do not agree with this Website Privacy Notice you should leave our website.

Please read the below in conjunction with West Lavington Parish Council's Privacy Notices available at www.westlavington.org.uk.

Definitions

The terms "West Lavington Parish Council", "we", "us", "our" and "ours" when used in this Website Privacy Notice mean West Lavington Parish Council, Devizes SN10 4BE (serving the communities of Littleton Panell and West Lavington).

The terms "you", "your", and "yours" when used in this Website Privacy Notice means any user of this website.

The terms "personal data" and "processing" when used in this Website Privacy Policy will have the definitions given to them in the GDPR.

The term "personal data" means:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person"

and the term "processing" means:

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"any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction" and "to process" or "processed" shall be construed accordingly.

Should you have any questions about this Website Privacy Notice or wish to contact us for

any reason, please use the contact details set out below:

Email: clerk@westlavington.org.uk

Post: 2 The Mercers, High Street, West Lavington, Devizes, Wiltshire SN10 4BE.

About your privacy

We are committed to safeguarding the privacy of our website visitors whilst providing the highest possible quality of service. We will only use the information that we collect about you lawfully and fairly in accordance with the GDPR.

Collection of personal data

When you use this website to register to receive additional information or support from us, we ask you for contact information such as your name, telephone number, email address and any other information that you want us to tell you about. In all cases, we will ask for your consent to capture and hold your personal data so we can provide our services effectively.

We may also collect personal details via local events. In such cases, we will expressly ask your permission to capture and hold your data to fulfil our objectives as indicated to you.

If you have given your consent to our processing your personal data, you may withdraw it at any time by contacting the Clerk to West Lavington Parish Council at the address given above.

Anonymous data collected through this website

We may also use software tools to collect information automatically about your visit to our website. The information obtained in this way, which includes demographic data and browsing patterns, is only used in aggregate form and cannot be used to identify you personally. Such aggregate information helps us to audit usage of our website and improve the service provided.

Cookies

In order to enhance functionality and provide data on our website usage, we may use Technical Sessional cookies. These do not require user consent as they only track IP addresses and no individual can be identified from the use of these cookies.

Linking to third-party websites such as Facebook or Google Analytics may also require the use of cookies and users should be aware of this.

The e-Privacy Regulation (a supplement to the GDPR) will require that website owners must request the user's permission before using cookies which are not considered necessary for a website to function or needed for shopping carts and the like. This website does not use such cookies.

Use of personal data

We process your personal data only for specific and limited purposes. Please see West Lavington Parish Council's Privacy Notices at www.westlavington.org.uk. We ask only for data that is adequate, relevant and not excessive for those purposes. When we ask you for personal data, we tell you the purposes for which we will process that data and seek your consent beforehand. Some of these purposes include:

- Providing you with information about our services and events or articles we think will be of interest to you
- Sending you regular newsletters by email or by post
- Providing you with promotional material that you have specifically requested
- Keeping you informed about what is going on in West Lavington Parish Council and other local authority areas including meetings, clubs, groups and activities
- Processing any other requests that you make
- To summarise usage behaviour for advertisers and partners, and to describe our service and performance. This is not based on individual behaviour, but is generic.
- Conducting service provision research

Emails

This website is hosted primarily to provide information and, therefore, we do not gather data other than that required for contact via emails unless indicated otherwise. If we feel there is lawful reason to retain the data given on your email for service research or communication purposes, we will seek your consent beforehand.

Disclosure of your personal data

We will not sell or rent your personal data. We will only share your personal data with third parties in the following limited circumstances:

- Personal data may occasionally be transferred to third party service providers or advisers who act for or on behalf of West Lavington Parish Council
- Personal data may occasionally need to be shared with other organisations so that they and/or we can carry out our legal and statutory functions, duties and powers as well as our administrative/management responsibilities
- Information in our databases may need to be shared to comply with a legal obligation, in order to enforce or apply an agreement, for the administration of justice, to protect your vital interest, to protect the security or integrity of our databases or this website, to take precautions against legal liability.

We will implement appropriate security measures and contracts to protect shared personal data.

Data integrity, security and retention

We keep your personal data only for as long as reasonably necessary for the purposes for which it was collected or to comply with any applicable legal or ethical reporting or document retention requirements. 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.

Employees and councillors who have access to personal data have been trained to handle such data properly and in accordance with our security protocols and strict standards of confidentiality. Although we cannot guarantee against any loss, misuse, unauthorised disclosure, alteration or destruction of data, we will make every effort to prevent such occurrences.

Data access and corrections

We will disclose to you the personal data we hold about you upon receipt of your written request addressed to the Clerk to West Lavington Parish Council at the address given above. We will disclose where the data originated, how it is stored and our reasons for retaining it. We are legally required to respond within 30 days of your request, but you are advised that there may be circumstances where the removal of your personal details may compromise our service to you.

We will also correct or amend any personal data that is inaccurate and notify any third party recipients of the necessary changes. You may ask for your personal data to be deleted where you withdraw your consent to the processing and we will inform any third parties with whom your data has been shared and request them to comply with your request. You have the right to lodge a complaint with the Information Commissioner at <https://ico.org.uk/global/contact-us/email> or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Links to other websites and use of ‘contact forms’ to village organisations

This Privacy Policy applies only to www.westlavington.org.uk.

This website contains hyperlinks to websites that are not operated by us. These hyperlinks are provided for your reference and convenience only and you should note that we do not have any control over these other websites. We cannot, therefore, be responsible for the protection and privacy of any data which you provide to such sites whilst visiting them and such sites are not governed by this Website Privacy Notice. You should exercise caution and review the privacy policies posted on any site you visit before using the site or providing any personal data about yourself.

The use of ‘contact forms’ is to enable users to make contact directly with other organisations. We take no responsibility for the storage or use of your data once it leaves our website.

Where we store your personal data:

The data that we collect from you online may be transferred to, and stored at, our servers in the UK. It may also be processed by persons operating in the EEA who work for us or an organisation we have instructed. If we do send your personal data outside the EEA we will take steps to ensure that the recipient implements appropriate measures to protect your information.

Updates and changes to our policy

West Lavington Parish Council reserves the right, at any time and without notice to you, to add to, change, update or modify this Website Privacy Notice, simply by posting such addition, change, update or modification on this website. Any such addition, change, update or modification will become effective immediately on posting on the site. Your subsequent use of this website or submission of personal data to West Lavington Parish Council will be deemed to signify your acceptance of such addition, change, update or modification.

Governing law

This Website Privacy Notice forms part of our website Terms of Use and as such shall be governed by and construed in accordance with the laws of England. You agree to submit any dispute arising out of your use of this website to the exclusive jurisdiction of the courts of England.

This Website Privacy Notice updated:
5th July 2018