

Skelsmergh and Scalthwaiterigg Parish Council

Privacy Policy

This policy explains what information is sought from residents, how it is used if given, and the circumstances, if any, we will share it with other parties. The policy is published on the Parish Council website (<http://www.skelscalpc.org.uk>) to ensure residents are informed of the details relating to the personal information the Council holds.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any information we collect from residents. Individuals have a right to access their personal data and change any inaccuracies. We will ensure that any information we obtain and use will always be held, used and transferred in compliance with the Data Protection Act 1998.

What we mean by personal information

“Personal data” means data which relate to a living individual who can be identified:

- (a) from the data, or;
- (b) from the data and other information which is in the possession of, or is likely to come into the possession of, the Data Controller and includes any expression of opinion about the individual and any indication of the intentions of the Data Controller, or any other person, in respect of the individual.

All personal information that we obtain from residents will be dealt with in accordance with the provisions of this Privacy Policy and the Data Protection Act 1998.

Personal information we collect

We seek and process the following data:

- Information provided via the contact form including resident’s name and email address.
- The website uses Google Analytics to help analyse how users use the site (see Cookies section below for further information). The information generated about use of the website (including IP addresses) is transmitted to Google. This information is then used anonymously to evaluate visitors’ use of the website and to compile statistical reports on website activity.
- We may collect information from computers and browsers including IP address and cookies information. Please see Cookies Section below for more information.

By providing us with personal data, residents are giving us their consent to process their personal data for the purposes set out below.

How we use personal information

We use personal data held so that we can get in touch with residents:

Skelsmergh and Scalthwaiterigg Parish Council

- To inform them of planned events and developments.
- To invite their contributions to any consultation processes that will affect the parish.
- To make contact, as required for Parish business.
- For assessment and analysis to enable us to review, develop and improve the website; and/or
- For other purposes to which consent has been given.

We do not sell, trade or rent personal information to other parties.

How we protect personal data

We are strongly committed to data security and we take reasonable and appropriate steps to protect personal information from unauthorised access, loss, misuse, alteration or corruption. Only the Data Controller and the Web Master will have access to personal information. Due to the nature of the internet we cannot guarantee the security of any information transmitted during the course of its transmission. With this in mind, we urge residents to take every precaution to protect their personal data while they are on the internet.

Contacting us about the privacy statement

Residents can request a copy of the information we hold concerning them. They can ask us to amend the information if it is inaccurate, or delete the information, or they can change their consent for using their information for the above listed purposes at any time. Requests or any queries about the privacy policy can be made by email to:

- The Data Controller: *tbc*
- The webmaster: Hermann Moisl, 24 Mealbank, Kendal, Cumbria LA8 9DW
Email: hermann.moisl49@gmail.com

Cookies

Depending on individual browser's security settings, the Parish Council website may create and store small files called 'cookies' in a specific directory on the computer of the person accessing the site. Cookies cannot harm their computer in any way. We use cookies with Google Analytics to collect information about when our website is visited, the browser type and version, the operating system, and other similar information. We use this data to improve the site and our services. Google Analytics cookies store non-personally identifiable information. For further details on the cookies set by Google Analytics, please refer to the [Google Code website](#). To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org

Email opt-out

Skelsmergh and Scalthwaiterigg Parish Council

We will not send out spam emails. Residents may opt-out of our emails at any time. An 'unsubscribe' link will be included in all emails occasionally sent to our subscribers.

Policy reviewed at Parish Council Meeting 10 June 2020.

Next review date: June 2021.