

GUILDEN SUTTON PARISH COUNCIL

PRIVACY POLICY

INTRODUCTION

This privacy policy sets out how **GUILDEN SUTTON PC** uses and protects any information that you supply when you use its website or contact the Parish Council in any way.

GUILDEN SUTTON PC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when you contact us, then you can be assured that it will only be used in accordance with this privacy statement.

GUILDEN SUTTON PC may change this policy from time to time by updating this page. You should check this page occasionally to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

SUMMARY

We only keep your contact details once you have been in touch via email or the website contact form. Information retained includes:

- your contact details including email address and phone number if supplied
- other information you supply relevant to any enquiry you may make
- responses by Guilden Sutton, previous enquiries and information that you may supply
- Enquiries may be forwarded to the appropriate Parish Council official able to answer any queries

WHAT WE DO WITH THE INFORMATION

We require this information to understand and to answer any questions when you contact us, in particular for the following reasons:

- Internal record keeping to provide advice and maintain reference sources relating to our services
- Information for legal and audit purposes

SECURITY

We are committed to ensuring that your information is secure.

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. Current operating and virus checking systems are maintained with the latest updates.

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COOKIES

The website uses cookies purely to collect visitor statistics. The data which includes IP addresses is anonymised at the point of collection. Information is sent to and handled by Statcounter (<https://statcounter.com>)

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website.

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.

3RD PARTY SITES AND HOSTED SERVICES

Email: Guilden Sutton uses Zen via cPanel to provide its email and web hosting service. Email is retained on the hosting servers for 30 days and then automatically deleted. Email is securely stored and archived on Guilden Sutton's central PC using Microsoft Outlook. See www.zen.co.uk

CONTROLLING YOUR PERSONAL INFORMATION

We will not sell, distribute or lease your personal information. We will only use it to respond to any requests for information made by you. We will not forward your personal details to a third party unless we ask for your express permission to do so. Circumstances where this may occur will be to resolve your issues. In such cases we will anonymise data before seeking third party assistance.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please click here to contact us.

If you believe that any information we are holding is incorrect or incomplete, please contact us. We will promptly correct any details.

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COMPLAINTS ABOUT HOW YOUR DATA IS USED

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Email: <https://ico.org.uk/concerns>
Telephone: 0303 123 1113
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

HOW CONTACT US

At any time you may contact us to ask what information we hold about you, correct any details or request deletion of your details.

Contact: Guilden Sutton Clerk to the Parish council

Address:

Phone:

Email: clerk@guildensutton.org.uk

Or contact the web developer [here](#)