

Privacy Statement

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Who are we?

Alwington Parish Council is the Data Controller for this website.

This website contains links to other organisations of interest, but these organisations are not under our control. Each of these organisations should have their own Data Controllers and their own Privacy Statement.

3. How do we process your personal data?

This website collects personal data to power our site analytics, including:

- information about your browser, network, and device;
- web pages you visited prior to coming to this website;
- your IP address.

This information may also include details about your use of this website, including:

- clicks;
- internal links;
- pages visited;
- scrolling;
- searches;
- timestamps.

We share this information with Squarespace, our website analytics provider, to learn about site traffic and activity.

Alwington Parish Council will process information relevant to the services it provides or where necessary to perform its tasks. This may include your name, contact details and other personal data.

Alwington Parish Council complies with its obligations under GDPR by:

- keeping personal data up to date;
- storing and destroying data securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure; • ensuring that appropriate technical measures are in place to protect personal data.

4. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council’s statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council’s services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council’s obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with a named third party without your consent.

6. How long do we keep your personal data?

We will retain your data only for as long as it is necessary to deliver or provide appropriate information about local services.

7. Your rights and your personal data

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

- the right to request a copy of your personal data which Alwington Parish Council holds about you;
- the right to request that Alwington Parish Council corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for Alwington Parish Council to retain such data;
- the right to withdraw your consent from the processing at any time;
- 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 Commissioner's Office.

8. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact details

To exercise all relevant right, queries or complaints please, in the first instance, contact Alwington Parish Council Clerk by email: parish.clerk@alwingtonparish.org

To contact the Information Commissioner's Office call 0303 123 1113 or visit <https://ico.org.uk/global/contact-us/>.

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