

# Privacy Policy, Barcombe Parish Council

Barcombe Parish Council (BPC) is concerned about the privacy of individuals who use its Services. This Policy explains how it deals with your personal information.

## **What types of information does BPC collect about you?**

We may collect certain personal information which allows us to identify you as an individual.

The types of information we may collect are:

*Christian name and Surname*

*Address and Postcode*

*Telephone number*

*Email address*

We will collect personal information directly from you only when you volunteer it as part of your use of our Services — specifically, BPC's update emails and/or the booking of our facilities. Facilities include the Sports Pavilion and the upper and lower Recreation Grounds.

We limit use of information which allows us to identify you as a named individual to the details we need to provide the requested Service(s) for you.

Where possible, we collect and use details which do not identify you as a named individual, such as website usage information, aggregated information and statistics. Some of this information may involve the use of web browser cookies. Please see our Cookie Policy (below) for more information.

We do not collect any sensitive personal information from or about you, and do not wish to do so.

We store your personal information in electronic and/or hard copy format.

## **Cookie policy**

Our website ([www.barcombepc.net](http://www.barcombepc.net)) may use 'cookies' to enhance your experience. Your web browser places a small piece of computer code (a cookie) on your computer's hard drive for record-keeping purposes, and/or to track information. You may choose to set your web browser to refuse cookies, or to alert you when cookies are sent. If you do so, please note that some parts of our website may not work properly.

## **How does BPC collect your personal information?**

Your personal information is collected when you subscribe to our email update Service or register to book any of our facilities.

## **How does BPC use your personal information?**

BPC uses your personal information to do what you have requested, such as send email(s) to you, to give you access to the facility booking system and/or to deal with your enquiries.

BPC may also convert personal information into depersonalised (anonymous) data and use it on an aggregated statistical basis for analysis to improve our Services and processes.

To carry out the above, BPC processes your personal data because:

- You have given your consent, for example regarding email updates
- It is necessary for the performance of a contract with you, for example facility hire
- It is in the public interest and part of the performance of our official duties

### **Does BPC share personal information with third parties?**

Your personal information is made available only to Councillors, The Parish Clerk or any other(s) who need to see it in order to discharge their function/role/responsibility at BPC regarding Service(s) you have requested or agreed to use.

Your personal information will never be used to provide marketing analysis or similar functions.

BPC may make use of expert third party service providers to help it to provide its Services, such as expert IT providers helping with our IT systems, or professional auditors. These third party service providers may use your personal information in order to provide the agreed Service(s) or to you. Some individuals who may see your personal information may not be members of BPC.

### **Will BPC send your personal information overseas?**

No.

### **What are your choices relating to contact from us?**

We may contact you with information that may affect your use of a Service, for example, disruptions to services, lost property. Administrative e-mails may also be sent automatically following certain actions, for example, welcome e-mails when you register for a Service. Please note that you will not be able to unsubscribe from administrative and service-related communications unless you unsubscribe from the relevant Services.

If you tell BPC that you no longer wish to receive our direct communications, we will remove your personal information from our database and will keep a record of your request so as to avoid contacting you again in the future.

### **How does BPC keep your personal information safe?**

BPC takes steps to protect the security of your personal information, in accordance with its legal obligations. Please read our Computer Use and Care Policy at [www.barcombepc.net/agendas-minutes/legal-matters](http://www.barcombepc.net/agendas-minutes/legal-matters).

Please note that we cannot guarantee the security of any transmission of personal information over the Internet. Communications sent over the Internet (such as emails) are not secure, although their security may be increased if they have been encrypted. Please do not submit personal information to us online unless you accept the security risks of doing so.

### **What are your rights in relation to your personal information?**

You are entitled to:

- Request copies of and/or access to your personal information
- Request that your personal information be corrected where inaccurate or incomplete
- Request that your personal data be deleted (or that we stop using your personal data) where it is no longer necessary

- Request that we stop sending you direct communications.

If you would like to exercise any of your rights or if you have any questions about this notice, please contact the Parish Clerk:

Julia Shelley  
Upper Morgans  
Shortbridge Road  
Pittdown TN22 3XA  
01825 766356  
Email: [clerk@barcombepc.net](mailto:clerk@barcombepc.net)

### **Retention of your personal information**

We will keep your details on record until we have completely dealt with your request, enquiry or our contract with you, and then for a reasonable period afterwards in accordance with data protection and other applicable legislation, as set out in our Retention of Documents Policy (see <http://www.barcombepc.net/agendas-minutes/legal-matters>).

### **Other matters**

#### **Third party websites**

Users may find content on our website ([www.barcombepc.net](http://www.barcombepc.net)) that links to the sites and services of third parties. We do not control the content or links that appear on these sites, and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may change. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our site, is subject to that website's own terms and policies.

#### **Children's online privacy**

Protecting the privacy of the very young is vital. For that reason, we never collect or maintain information at our website from those we know are under 13, and no part of our website is structured to attract anyone under 13.

### **Changes to this Privacy Policy**

We may change this Policy from time to time to reflect changes in the law and/or our privacy practices. We will update the date at the bottom of this page whenever we do that, and give notice at [www.barcombepc.net](http://www.barcombepc.net).

We encourage you to check this Policy (and any other policies we provide to you) for changes, for example when you revisit our website.

By submitting your personal information to us, you are indicating that you consent to our use of your personal information as described in this Policy (as amended from time to time).

### **Contact Us**

If you have any questions about this Policy, please contact the Parish Clerk:

Julia Shelley  
Upper Morgans

Shortbridge Road  
Pitldown TN22 3XA  
01825 766356  
Email: clerk@barcombepc.net

*Last revision May 30th 2018*