

Langley with Hardley Parish Council

Website Privacy Notice

Document Control		
Adopted date	05 November 2019	Minute reference: 2019/11.19.13
Next review date	May 2021	Minute reference: TBC

Introduction

This notice describes the way Langley with Hardley Parish Council handles personal information. This Privacy Notice relates only to products, services and related information provided to you by Langley with Hardley Parish Council, including information in this website <http://langleywithhardley.pc.norfolkparishes.gov.uk> . Links to external web sites are not covered by this notice.

Personal Data

Personal data is defined as information relating to an individual person, which can be used to help identify that individual. Such data can include, amongst others:

- Name
- Postal address
- Telephone number
- Email address
- Internet Protocol (IP) address
- Cookie ID
- Smartphone location data
- Smartphone advertising identifier

We will only use your personal data if you have given your consent for us to do so, it is required in order for us to deliver a product or service to you, or it is necessary in order for us to pursue our legitimate business interests.

We will only retain your personal data for as long as is necessary to fulfil any obligations to you, for which your personal data is required. This includes the delivery of products and services and provisions of information to which you have subscribed by actively opting in to the subscription.

Data Protection

Langley with Hardley Parish Council does not capture and store any personal information about individuals who access this website, except where such information is submitted to us voluntarily via email, or by using an electronic form.

We are fully committed to compliance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). Wherever we request personal information from you, we will advise how the information will be used:

- How the information will be used
- Who will have access to the information, including any third parties
- Why they need access to the information
- How the information will be stored
- How long the information will be kept
- How the information will be safeguarded

Any information stored as a result of access to our web site is kept solely for the reasons detailed in this Privacy Notice.

Appropriate physical, technical and procedural processes are used to maintain the confidentiality and integrity of your personal data, including when sharing your data with third parties, when authorised or legally obliged to do so.

Use of cookies

A cookie is a temporary text file, stored on your computer when you visit a website. Cookies are typically used for the following purposes:

- To indicate if a user has visited a site previously
- To identify users and personalise their visit by customising web pages for them, for example welcoming them by name on subsequent visits
- To gather anonymous statistical usage information (web analytics) to help us improve this web site
- To indicate if a user has visited a site previously

Langley with Hardley Parish Council may use cookies for collecting user information for the purpose of improving the way in which our web pages are displayed. We may also use cookies to store user information for the purpose of improving the usability of our web site.

We will not use any information stored in any cookies for any purpose other than those detailed in this Privacy Notice and will not disclose any such information to any third parties.

Use of computer IP addresses

Langley with Hardley Parish Council may record the internet protocol (IP) addresses of computers used to access our web site. We use this information for the following purposes:

- To help us understand how our web site is used and the different geographical regions from which it is accessed.
- To help us diagnose any problems which might arise with access to the computer(s) on which our web site is hosted.

Recorded IP addresses are not linked to personally identifiable information so all visitors to our site remain anonymous.

Langley with Hardley Parish Council will use recorded IP addresses solely for the purpose detailed in this Privacy Notice and will not disclose to any third parties.

Changes to our Website Privacy Notice

If this Privacy Notice changes in any way, we will place an updated version on this web page.

Access to your Personal Data

If you have any queries regarding your personal data, the way we process your personal data, or would like us to update or destroy any such personal data, please contact the Parish Clerk via e-mail

langleywithhardley.pc@gmail.com.