

## **BRANSTON AND MERE PARISH COUNCIL**

### **PRIVACY NOTICE**

This privacy policy sets out how Branston & Mere Parish Council uses and protects any information that you give when you use this website.

Branston & Mere Parish Council is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

During normal use of branstonandmere.co.uk, we collect and store statistical information to analyse how parts of this website are used. This data is anonymous and contains no personally identifiable data about you.

Branston & Mere Parish Council may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes, but amendments will not be made retrospectively.

This policy is effective from 14th May 2018.

#### **We may collect the following information:**

Name; contact information including email address; demographic information such as postcode and other information relevant to resident surveys.

On our contact page within the website, you have the option to submit personal information to us so that we might send you further information.

#### **What we do with the information we gather.**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping; we may use the information to improve our service; we may periodically send emails about information which we think you may find interesting, using the email address which you have provided.

#### **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.

#### **How we use cookies.**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us

access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### **Links to other websites.**

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

#### **Controlling your personal information.**

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable.

If you believe that any information, we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

By submitting your personal information through this website, you are consenting to it being processed by branstonandmere.co.uk in the manner described above. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### **Complaints.**

You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns> or 0303 123 1113 or Information Commissioners Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Branston & Mere Parish Council is committed to ensuring that your information is secure however transmitting information over the internet can never be guaranteed to be 100% secure or downloads virus-free You must therefore take appropriate precautions for your own safety.

#### **DOCUMENT HISTORY**

Responsible Committee	Full Committee
Approval by	Full Committee
Date of approval/adoption	12.05.25
Minute reference	17238

Date for next review	May 26
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