

## WEBSITE PRIVACY NOTICE

### Kingston Bagpuize with Southmoor Parish Council

Kingston Bagpuize with Southmoor Parish Council values personal data very highly and takes your privacy seriously.

#### Disclosure of personal information

We collect contact details via this website for the purposes of providing a service to existing and potential visitors to our website. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

#### Analytics and cookies

On this website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

This site uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of content, and to monitor and improve the overall performance.

#### How the information you provide will be used

General Data Protection Regulations: Any personal information such as name, postal address, telephone number, and email address given via this website will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

#### Access to personal information

Individuals can find out if we hold any personal information by making a subject access request under the General Data Protection Regulations. If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to, and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing to the Parish Clerk, Kingston Bagpuize with Southmoor Parish Council via email [kingstonbagpuizesouthmoorpc@gmail.com](mailto:kingstonbagpuizesouthmoorpc@gmail.com)

This privacy policy is reviewed regularly and last updated on 25 May 2018.