



SPC Website Privacy Notice

Introduction

Steyning Parish Council, and more specifically the SPC Clerk, is the data controller for personal data collected through this website. This notice explains what information we collect, how we use it, and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Visitors to this website

When someone visits 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. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third-party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This notice does not apply to external websites linked from here. We encourage you to read the privacy notices of any sites you visit.

Use of Cookies

Our website uses cookies to:

- Enable essential site functions such as security and accessibility.
- Collect anonymous statistics about how our website is used (Google Analytics){Optional for the User}.
- Remember your preferences and improve your browsing experience {Optional for the User}.

For full details, please see our Cookie Notice on the SPC Website.

How We Use Your Information

We use information collected via the website to:

- Respond to enquiries you send us.
- Improve the way our website works.
- Protect the security of our site.

We process personal data collected via this website on the basis of consent (where you provide information to us), our public tasks as a parish council, and our legitimate interests in maintaining the security and performance of our website.

Disclosure of personal information

We collect contact details via the website for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. We only retain personal information collected through the website for as long as necessary to deal with your enquiry or in line with our Records Retention and Disposal Policy.

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.

In addition to your right of access, you also have rights to request correction, erasure, restriction, or to object to how we process your information. These rights may not apply in all circumstances.

Please make any such request in writing via our email address clerk@steypingpc.gov.uk or by post to The Steyping Centre, Fletchers Croft, Steyping, West Sussex, BN44 3XZ.

Complaints

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website

www.ico.org.uk/concerns