



RUDGWICK PARISH COUNCIL

PRIVACY NOTICE

Date Adopted	Minute Number	Review Date
September 2018		May 2020
September 2020	FC141-20/21	September 2021

Privacy Notice

1. Introduction

Rudgwick Parish Council takes the protection of your data seriously. The Council's aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if the Council is to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

2. Visitors to this web site

When someone visits this web site the Council uses a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. The Council does 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 the Council wants to collect personally identifiable information through the website, it will be up front about this. The Council will make it clear when we collect personal information and will explain what we intend to do with it.

3. Links to other websites

This privacy notice does not cover the links within this site linking to other websites. The Council encourages you to read the privacy statements on the other websites you visit.

4. Use of Cookies

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

5. Disclosure of personal information

The Council collects contact details via the web site for the purposes of providing a service to existing and potential customers. The Council 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. For further detailed information, please see the [Information and Data Protection Policy](#).

6. Access to personal information

Individuals can find out if the Council holds any personal information by making a 'subject access request' under the General Data Protection Regulations. If the Council does hold information about you it 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 Clerk](#) via the email address clerk@rudgwickpc.co.uk or by post to: The Clerk, Rudgwick Parish Council, Parish Office, Rudgwick Hall, Bucks Green, Rudgwick, West Sussex RH12 4NT

If at any time you feel that the Council has failed to meet these standards then please either contact the Clerk or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns