



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk

PRIVACY POLICY STATEMENT FOR WEBSITE

This Privacy Policy Statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1. Purpose

The purpose of this Privacy Policy Statement is:-

- to assure you that we recognise and fully respect the privacy and personal data of the visitors to this website; and
- to explain what personal information we collect from this website and how we ensure its best protection.

This Privacy Policy Statement governs this website at www.colneyheathparishcouncil.gov.uk (referred to in this statement as the "Website"). Other sites to which the Website may be linked are not covered by this Privacy Policy Statement.

This Privacy Policy Statement covers only information which is collected by the Council from the Website. It does not cover information collected, recorded and processed for employees, volunteers, service users or contractors. For further information on our compliance with the data protection legislation please see our full Data Protection Privacy Statement which is available from Lisa Chaplin, the Clerk, at clerk@colneyheathparishcouncil.gov.uk.

2. Data protection

The Council complies with the Data Protection Act (the "Act") and the General Data Protection Regulations 2018. For the purposes of the Act, The Council is the data controller and sole owner of the personal data collected on the Website.

The Council does not sell, share or transfer this information except as set out in this Privacy Statement.

We use up-to-date industry procedures to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure or access. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The Act and Regulations gives you the right to access details that we hold about you. Your right of access can be exercised in accordance with the Act.



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No fees are payable in respect of any access request. For more information please refer to our Data Protection Policy which is available by contacting Lisa Chaplin, the Clerk, at clerk@colneyheathparishcouncil.gov.uk.

3. Information we may collect from you

It is not necessary for you to register with us in order to access the Website. However, we may collect some information from interactive features such as online surveys, contact and registration forms. The basic personal information about you which we may collect and process is:-

- questions, queries or feedback you leave, including your email address if you contact us;
- your name, email address and subscription preferences when you sign up to our email alerts, and how you use our emails - for example whether you open them and which links you click on;
- your Internet Protocol (IP) address, and details of which version of web browser you used;
- information on how you use the site, using cookies and page tagging techniques

This data can be viewed by authorised people in the Council, service provider organisations, other Councils, government departments, agencies and public bodies.

We may also collect and process information provided by you at the time of posting material to the Website, as well as details of your visit to the Website (including, but not limited to, traffic data, location data, weblogs and other communication data), and the resources that you use. Further, if you contact us, we may also keep a record of that correspondence.

4. Uses made of the information

We may use information held about you in the following ways:-

- to ensure that content from the Website is presented in the most effective manner for you and for your computer;
- to enable you to access further information or services;
- to allow you to participate in interactive features of our service, when you choose to do so; and
- to notify you about changes to our service.

5. Changing the information we hold about you

If you would like to change any information we hold about you that has been collected via use of this Website or want it to be removed from our database, you should contact Lisa Chaplin, the Clerk at Colney Heath Parish Council at the Clerk at clerk@colneyheathparishcouncil.gov.uk.



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6. Third Parties

We may pass on your personal information if we have a legal obligation to do so, or if we have to enforce or apply our terms of use and other agreements. This includes exchanging information with other Councils or Government departments for legal reasons. We will not share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites.

7. Consent

By using the Website, you consent to the collection and use of your personal information in the manner set out above. The Website may, from time to time, contain links to and from the websites of service providers, our partner networks, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

8. Changes to Privacy Policy

The internet and data privacy best practice are both developing. We therefore reserve the right to revise this Privacy Policy Statement at any time. If this Privacy Policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Questions, comments and requests regarding this Privacy Policy statement are welcomed and should be addressed to the Clerk at clerk@colneyheathparishcouncil.gov.uk.

COLNEY HEATH PARISH COUNCIL

CLERK TO THE COUNCIL

DATE 26 OCTOBER 2020

Reviewed, approved & adopted at the meeting of the Full Council 22 October 2020.



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