

Patchway Town Council

GDPR Policy and Privacy Notice

This privacy policy will explain how Patchway Town Council uses the personal data we collect from you when you use our website, email or telephone the council.

Topics:

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- How do we collect your data?
- How will we use your data?
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- Marketing
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What data do we collect?

The Council collects the following data:

Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide Patchway Town Council with most of the data we collect. We collect data and process data when you:

Register online or place an order for any of our products or services.

Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

Use or view our website via your browser's cookies.

Emails into the office

Visitors Book

Patchway Town Council may also receive your data indirectly from the following sources:

The Electoral Register

How will we use your data?

Our Council collects your data so that we can:

Respond to queries

Email you regarding Town Council news.

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To contact a company

To respond to a member/ member of public/ staff

To share your information with other organisations, with your permission.

How do we store your data?

Our Company securely stores your data online on our database.

Patchway Town Council will keep your personal contact information for a six-monthly period, or otherwise specified. Once this time period has expired, we will delete your data by secure removal from our systems.

What is your data protection rights?

Patchway Town Council would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Patchway Town Council for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Patchway Town Council correct any information you believe is inaccurate. You also have the right to request Patchway Town Council to complete the information you believe is incomplete.

The right to erasure – You has the right to request that Patchway Town Council erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Patchway Town Council restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Patchway Town Council processing of your personal data, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: clerk@patchwaytowncouncil.gov.uk

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

Patchway Town Council uses cookies in a range of ways to improve your experience on our website, including:

Keeping you signed in

Understanding how you use our website

There are a number of different types of cookies, however, our website uses:

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Functionality – Patchway Town Council uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

Advertising – Patchway Town Council uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Patchway Town Council sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Patchway Town Council keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9 January 2019.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protections rights, please do not hesitate to contact us.

clerk@patchwaytowncouncil.gov.uk

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.