

Privacy Policy - Notice

Sutton-in-Craven Parish Council ('the Council') is committed to safeguarding and protecting your privacy when visiting our site or communicating with us.

We do update this Policy from time to time. For the Data Protection Act the data controller is the Council.

Your rights – Data Protection Act

Under the Data Protection Act we have a legal duty to protect personal information we collect from you. We have structured our website so that, in general, you can visit without identifying yourself or revealing any personal information. Once you choose to provide us with any information by which you can be identified, then you can be assured that it will only be used for the purpose for which it was originally collected or compatible purposes. Please be aware that any information, unless stated otherwise, will be sent via the open internet and is therefore not secure during transmission to us. This is because your information may pass from your contact computer to an internet service provider and via other providers to us, much in the same way as most email correspondence. So please be aware that if you send sensitive information by email, it can be seen by other people, in much the same way as a postcard through ordinary post.

What information do we collect from you?

We may collect information from you depending on the service that you require from the Parish Council. For most purposes, this include your name and address, telephone contact numbers and email address if you have one.

Why do we collect this information?

These details are required to allow you to access and use the services provided by the Council, so at to:

1. Communicate with you about the services we offer or about services you offer us
2. Produce publicity material
3. Advertise your activities on our website.
4. Administer your agreements with us for rent of allotments.
5. Administer booking arrangements for Council-owned premises.

Who might we share this information with?

We will not share your personal information with anyone else outside the Council (which is understood to include elected members, staff, volunteer staff and volunteer village representatives working with the Council), except as required to do so by law.

What do we do with your information?

The information that you have provided will be held by the Council and will only be accessed by authorised Council colleagues as described above. We will only use the information that you have provided for the purpose for which it was required and will not be used for any other Council purpose, without your consent, or where this is allowed by law.

How long do we keep hold of your information?

The Council will keep hold of your information for as long as you are using the particular service of the Council. If you cease to use the particular service, we will retain your personal information for as long as is necessary, which in most cases will be for two years after you have used the Council service,

although records of financial transactions will be retained for a longer period in accordance with the UK's separate finance legislation.

How can I access the information that you hold about me?

By making a Subject Access Request, and writing to the Clerk to the Council, at 9 North Avenue, Sutton-in-Craven, BD20 7NN. Please provide: Your full name, telephone number and address, your email address if you want us to contact you by email, and please explain the nature of the data that you are seeking including dates where relevant. We may charge you £10 if the request is made before 25 May 2018, and you may also be charged after that date if we judge the request to be manifestly unreasonable or excessive.

In operating our website

Your visit to our site is anonymous (no personal information about you is recorded or gathered) unless you contribute to it or fill in a form requesting information. Each time you visit our website, our system automatically recognises your domain name, but not your specific email address.

Use of Cookies

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website.

Such information will not identify you personally it is statistical data about our visitors and their use of our site. The statistical data does not identify personal details whatsoever. You can use your browser software to restrict or to refuse to accept these, or at a later point in time, to remove them. We do not pass on information gathered from these cookies to any third party without your express consent. Cookies will not be used where the data can be obtained anonymously.

Our Website contains links to other sites. We are not responsible for the privacy practices within any of these other sites. We encourage you to be aware of this when you leave our site and to read the privacy statements on other websites you visit which collect personally identifiable information. This privacy statement applies solely to information collected on our website.

Notification of Changes to Policy

If we decide to change our Privacy policy, we will post details of any changes in this section on this website. This will help ensure that you are always aware of what information we collect, how we use it, and under what circumstances, if any, we share it with other parties.

If you have any concerns, questions or comments please email the council at clerk.suttonincraven@gmail.com

The Council has appointed David Roper-Newman, as the Council's designated Data Protection Officer (DPO), who can be contacted at dataprotectionofficer@cravendc.gov.uk for by telephone at 01756 706336.