

## PRIVACY NOTICE

Bewdley Town Council respects your privacy and is committed to protecting the personal information we hold of people who use our services.

In the privacy policy references to 'we' or 'us' refer to Bewdley Town Council, 25A Load Street, off Bewdley Worcestershire, DY12 2AE.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party without your consent.

### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### **Information Security**

Bewdley Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Bewdley Town Council at any time.

### **Children**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

### **Our Website**

Bewdley Town Council respects your privacy. We do not intend to identify you through your use of this website. Your visit to our website is anonymous (no personal information about is recorded or gathered) unless you fill in the contact form.

Data which allows us to recognise you, your preferences and how you use this website. This saves you from re-entering information when you return to the site. This data is collected by cookies from your navigation around the site. A cookie is a small amount of data which we send to your computer. The data is then stored on your browser or hard disk. Your IP address (this is your computer's individual identification number) which is automatically logged by our web server. This is used to note your interest in our website.

By submitting your information you consent to the use of that information as set out in this policy. If for any reason our policy does change, we will post the change on this change on this page to be viewed.

It is not possible for us to predict the route which the information will travel (due to the Internet's infrastructure being a global one); this means your information may be temporarily transferred outside the European Economic Area. By submitting your information you consent to this transfer.

By submitting your information and using our website, you consent to the collection, storage and processing of your personal data by us in the manner set out in this policy. Your data is not stored anywhere on this website. It is emailed to us where it is stored in a safe password protected environment. We will use your data solely for the sole purpose of corresponding with you.

### **Hyperlinks**

You may come across hyper-links on this site. These hyper-links may take you to sites operated by other organisations which we are not responsible for. When preparing our website we have taken every care possible. However, we have no control over any information you can access via other web sites. Therefore, no mention of any organisation, company or individual to which our website is linked shall imply any approval or warranty as to the standing and capability of any such organisations, company or individual on the part of Bewdley Town Council.

### **Cookie Policy**

Cookies are small pieces of data, usually in text files, that are placed on your computer to record information about you and your activity on our website. A cookie is a simple text file that is stored on your computer or mobile device by a website's server and only that server will be able to retrieve or read the contents of that cookie.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, storing your preferences and generally improving your experience of a website. Cookies make the interaction between you and the website easier and faster.

There are two types of Cookies used on our website:

The cookies are not malicious and can be disabled should you wish.

### **How to Disable Cookies**

Most internet browsers are automatically set up to accept cookies, but you can set your browser to refuse a cookie or ask your browser to show you where a cookie has been set up. Certain services are only activated by the presence of a cookie and, if you

choose to refuse cookies, particular features of the website or services may not be available to you.

Find out how to disable/enable cookies by visiting the [www.aboutcookies.org](http://www.aboutcookies.org) website, which contains information on how this is done on a wide range of web browsers.

More information about cookies can also be found by following the relevant link on the Information Commission website [www.ico.org.uk](http://www.ico.org.uk)

### **Access to Information**

You have the right to request access to the information we have on you. Contact: Town Clerk – [townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org)

### **Information Deletion**

If you wish Bewdley Town Council to delete your information, please contact the Town Clerk - [townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org) to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Town Clerk – [townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org)

**The objections will be dealt with as per the complaints procedure, reviewed by the Town Clerk and reported to Council.**

### **Rights Related to Automated Decision Making and Profiling**

Bewdley Town Council does not use any form of automated decision making or the profiling of individual personal data.

### **Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. You can request a copy of our policies at any time.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to

Bewdley Town Council, Town Clerk – [townclerk@bewdleytowncouncil.org](mailto:townclerk@bewdleytowncouncil.org)

Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) or by telephone 0303 123 1113

<b>Council Name:</b>	<b>Bewdley Town Council</b>
<b>Council Address:</b>	<b>25(A) Load Street, Bewdley DY12 2AE</b>
<b>Email Address:</b>	<b>office@bewdleytowncouncil.org</b>