



WOMBOURNE PARISH COUNCIL

WEBSITE PRIVACY POLICY

1. Our contact details

Name: Wombourne Parish Council

Address: Civic Centre, Gravel Hill, Wombourne, WV5 9HA

Telephone: 01902 896300

E-mail: enquiries@wombourneparishcouncil.org.uk

2. What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

3. How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable us to contact you and respond to your correspondence/emails
- To provide information and/or access our facilities and services

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You can remove your consent at any time. You can do this by contacting us.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

4. What we do with the information we have

We use the information that you have given us to comply with a legal obligation or because processing is necessary for the performance of a task carried out in the public interest. 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.

5. How we store your information

Your information is securely stored in a secure location in the UK. We keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

6. Your data protection rights

Under data protection law, you have rights including:

- Your right of access – You have the right to ask us for copies of your personal information.
- Your right to rectification – You have the right to ask us to rectify information you think is inaccurate.
- You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing – You have the right to object to the processing of your personal data in certain circumstances.

- Your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

If you make a request, we have one month to respond to you. Please contact us if you wish to make a request.

7. How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Helpline number: 0303 123 1113

8. Cookies

We use the necessary cookies to make our site work.

Necessary cookies enable core functionality such as security, network management, and accessibility. You may disable these by changing your browser settings, but this may affect how the website functions.

How do I change my cookie settings? - You can change your cookie preferences at any time by clicking on the 'Cookie settings button'.

You can then adjust the available sliders to 'On' or 'Off', then clicking 'Save and close'.

You may need to refresh your page for your settings to take effect.

Cookie settings - Alternatively, most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit www.aboutcookies.org or www.allaboutcookies.org.

Find out how to manage cookies on popular browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Microsoft Internet Explorer
- Opera
- Apple Safari

To find information relating to other browsers, visit the browser developer's website.